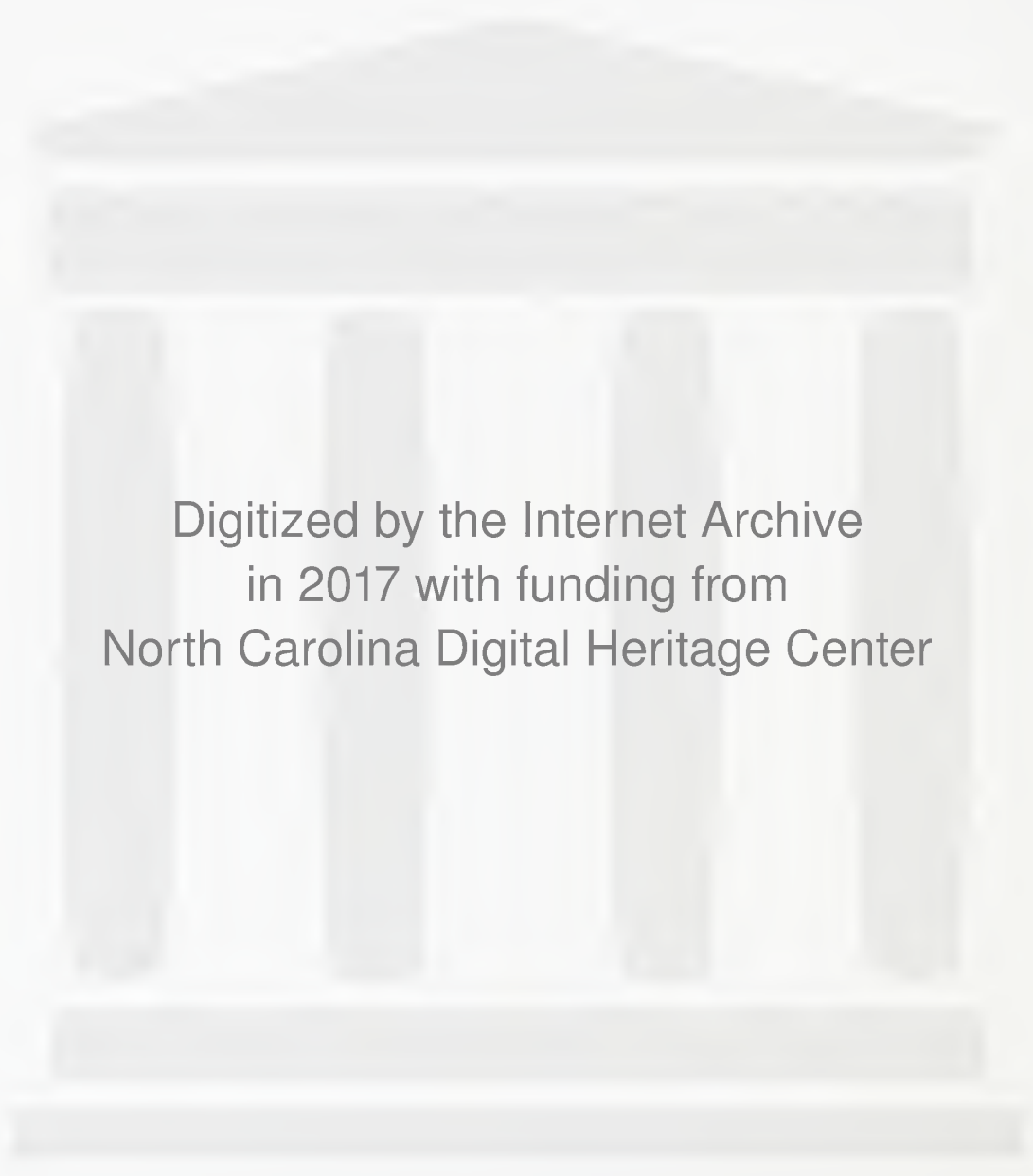




South Piedmont
COMMUNITY COLLEGE

2010-2011 Catalog



Digitized by the Internet Archive
in 2017 with funding from
North Carolina Digital Heritage Center

<https://archive.org/details/southpiedmontcom2010sout>

SOUTH PIEDMONT COMMUNITY COLLEGE

**Serving Anson and Union Counties
2010 - 2011 Catalog**

L. L. Polk Campus
680 Highway 74 West, PO Box 126
Polkton, NC 28135
704-272-5300
1-800-766-0319
FAX 704-272-5350

Old Charlotte Highway Campus
4209 Old Charlotte Highway
Monroe, NC 28110
704-290-5100
1-800-766-0319
FAX 704-290-5250

www.spcc.edu

**South Piedmont Community College
is a member of the North Carolina Community College System**

South Piedmont Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097, Telephone Number 404-679-4501) to award Associate degrees.

The catalog cover design is the work of one of SPCC's Advertising and Graphic Design students. The official 2010-2011 College Catalog may be found on our website at www.spcc.edu.

NON-DISCRIMINATION STATEMENT

South Piedmont Community College does not discriminate against any person on the grounds of race, creed, color, sex, age, disability, or national origin in the admission policies and practices relating to the treatment of students and other individuals, including the provision of services, financial aid, and other benefits, including the use of any building, room, or space.

THE CATALOG

This catalog is effective July 1, 2010, to June 30, 2011. This catalog is for information only and does not constitute a contract between the student and the College. South Piedmont Community College has made every reasonable effort to determine that everything stated in this catalog is accurate at the time of printing. However, the NC General Assembly, the State Board of Community Colleges, and/or the SPCC Board of Trustees may make changes in policy, graduation requirements, fees and other charges, curriculum course structure and content, and other such matters after the publication of this catalog. The NC General Assembly may make changes in tuition without notice.

South Piedmont Community College reserves the right to make changes in program requirements and offerings, in regulations, and in fees. South Piedmont Community College also reserves the right to discontinue at any time programs or courses described in this publication. While every effort will be made to give advance notice of any changes of programs or courses, such notice is neither guaranteed nor required.

MESSAGE FROM THE PRESIDENT



WELCOME TO SOUTH PIEDMONT COMMUNITY COLLEGE!

At South Piedmont Community College, we are focused on student learning. We have one primary outcome—your success. Whether you are pursuing an associate degree, diploma, or certificate, taking a continuing education class to improve your job skills, or completing work to receive your GED, you can “Start here...Go anywhere!”

With locations in Monroe, Polkton, and Wadesboro, South Piedmont Community College is accessible to everyone in Anson and Union counties. We are continuously expanding programs and learning opportunities. In addition to on-campus classes, our instructors are continuing to provide additional classes via the Internet and other distance delivery methods. If flexibility in scheduling classes is a requirement, we have the options you need.

If I may assist you, please call or stop by for a visit. I am always interested in talking with students. After all, YOU are why South Piedmont Community College is here.

John R. McKay, President

TABLE OF CONTENTS

General Information	3
Academic Calendar	6
Admissions	13
Registration and Financial Information	23
Student Support Services	35
Academic Information	41
Curriculum Programs of Study	53
Associate in Arts Degree	53
Associate in Arts Elementary Education Degree (Pre-Major)	55
Associate in Arts Social Work Degree (Pre-Major)	56
Associate in Science Degree	57
Associate in General Education Degree	59
Accounting Degree	60
Accounting Certificate	61
Advertising and Graphic Design Degree	62
Advertising and Graphic Design Diploma	63
Advertising and Graphic Design Certificate	64
Advertising and Graphic Design - Advertising Layout Certificate	64
Advertising and Graphic Design - Creative Design Certificate	64
Advertising and Graphic Design - Web Design Certificate	64
Air Conditioning, Heating, and Refrigeration Technology Degree	65
Air Conditioning, Heating, and Refrigeration Technology Diploma	66
Air Conditioning, Heating, and Refrigeration Technology - Heating Fundamentals Certificate	67
Air Conditioning, Heating, and Refrigeration Technology - Heat Pump Fundamentals Certificate	67
Associate Degree Nursing	67
Basic Law Enforcement Training Certificate (BLET)	68
Biomedical Equipment Technology Degree	68
Biotechnology Degree	70
Business Administration Degree	71
Business Administration Diploma	73
Business Administration Certificate	73
Business Administration - Small Business Management Certificate	73
Computer Information Technology Degree	74
Computer Information Technology Certificate	75
Computer Information Technology - Operating Systems Certificate	76
Computer Information Technology - Routing & Switching (CISCO) Certificate	76
Computer Information Technology - Microsoft Office Certificate	76
Computer Information Technology - Gaming Certificate	76
Criminal Justice Technology Degree	77
Criminal Justice Technology Diploma	78
Criminal Justice Technology Certificate	78
Criminal Justice Technology - Latent Evidence Certificate	79
Early Childhood Education Degree	79
Early Childhood Education Diploma	81

Early Childhood Education - Preschool Certificate	81
Early Childhood Education - Administration Certificate	81
Early Childhood Education - CDA Credential Certificate	82
Electrical/Electronics Technology Degree	82
Electrical/Electronics Technology Diploma	83
Electrical/Electronics Technology - Electrical Certificate	84
Electrical/Electronics Technology - Digital Electronics Certificate	84
Electrical/Electronics Technology - Industrial Electronics Certificate	84
Entrepreneurship Degree	84
Entrepreneurship Diploma	86
Entrepreneurship Certificate	86
Fire Protection Technology Degree	86
General Occupational Technology Degree	86
Human Services Technology Degree	86
Human Services Technology Diploma	89
Human Services Technology - Substance Abuse Certificate	89
Infant/Toddler Care Certificate	90
Licensed Practical Nurse Refresher Certificate	90
Mechanical Engineering Technology Diploma	90
Mechanical Engineering Technology - Design Certificate	91
Mechanical Engineering Technology - Drafting Certificate	92
Mechanical Engineering Technology - Industrial Practices Certificate	92
Medical Assisting Degree	92
Medical Assisting Diploma	94
Medical Assisting - Medical Laboratory Assistant (MLA) Certificate	94
Medical Office Administration Degree	94
Medical Office Administration - Medical Insurance Coding Diploma	96
Medical Office Administration Certificate	96
Medical Office Administration - Transcription Certificate	97
Medical Sonography Degree	97
Paralegal Technology Degree	98
Paralegal Technology Diploma	100
Paralegal Technology Certificate	100
Practical Nursing Diploma	100
Radiation Therapy Technology Degree	101
School-Age Education Degree	102
School-Age Education Diploma	104
School-Age Education Certificate	104
School-Age Education - Special Education Certificate	104
Surgical Technology Diploma	105
Therapeutic Massage Diploma	105
Course Descriptions	107
Corporate and Continuing Education	167
Adult Literacy Programs	173
Board of Trustees	175
Administration, Faculty, Staff	176
Index	187

ACADEMIC CALENDAR 2010 - 2011

FALL SEMESTER 2010 (16 WEEKS)

August 9	Convocation
August 16	First Day of Classes
August 17	Last Day for Schedule Changes (1 st 8-Week Session)
August 18	Last Day for Schedule Changes (16-Week Session)
August 19	Last Day to Drop a Class / Receive a Refund (1 st 8-Week Session)
August 25	Last Day to Drop a Class / Receive a Refund (16-Week Session)
September 6.....	Labor Day Holiday (College Closed)
September 14.....	First Day of 12-Week Session
September 15.....	Last Day for Schedule Changes (12-Week Session)
September 17.....	Financial Aid Withdrawal Penalty Period Ends (1 st 8-Week Session)
September 21.....	Last Day to Drop a Class / Receive a Refund (12-Week Session)
September 23.....	Last Day for Student Initiated Withdrawal (1 st 8-Week Session)
October 11.....	End of 1 st 8-Week Session
October 12 - 13.....	Student Break (No Classes)
October 14.....	Classes Resume / Begin 2 nd 8-Week Session
October 15.....	Last Day for Schedule Changes (2 nd 8-Week Session)
October 19.....	Last Day to Drop a Class / Receive a Refund (2 nd 8-Week Session)
October 25.....	Financial Aid Withdrawal Penalty Period Ends (16-Week Session)
November 4.....	Last Day for Student Initiated Withdrawal (16-Week Session)
November 4.....	Financial Aid Withdrawal Penalty Period Ends (12-Week Session)
November 12.....	Last Day for Student Initiated Withdrawal (12-Week Session)
November 16.....	Financial Aid Withdrawal Penalty Period Ends (2 nd 8-Week Session)
November 20.....	Last Day for Student Initiated Withdrawal (2 nd 8-Week Session)
November 22 - 28.....	Student Break (No Classes)
November 25 - 28.....	Thanksgiving Holidays (College Closed)
November 29.....	Classes Resume
December 15.....	Fall Semester Ends

SPRING SEMESTER 2011 (16 WEEKS)

January 10.....	First Day of Classes
January 11.....	Last Day for Schedule Changes (1 st 8-Week Session)
January 12.....	Last Day for Schedule Changes (16-Week Session)
January 13.....	Last Day to Drop a Class / Receive a Refund (1 st 8-Week Session)
January 17.....	Martin Luther King Jr. Holiday (College Closed)
January 20	Last Day to Drop a Class/Receive a Refund (16-Week Session)
February 8.....	First Day of 12-Week Session
February 9.....	Last Day for Schedule Changes (12-Week Session)
February 11	Financial Aid Withdrawal Penalty Period Ends (1 st 8-Week Session)
February 15.....	Last Day to Drop a Class / Receive a Refund (12-Week Session)
February 17	Last Day for Student Initiated Withdrawal (1 st 8-Week Session)
March 7	End of 1 st 8-Week Session
March 8	Student Break
March 9	Classes Resume / Begin 2 nd 8-Week Session
March 10	Last Day for Schedule Changes (2 nd 8-Week Session)
March 14.....	Last Day to Drop a Class / Receive a Refund (2 nd 8-Week Session)
March 18	Financial Aid Withdrawal Penalty Period Ends (16-Week Session)
March 30	Last Day for Student Initiated Withdrawal (16-Week Session)
March 30	Financial Aid Withdrawal Penalty Period Ends (12-Week Session)
April 7	Last Day for Student Initiated Withdrawal (12-Week Session)
April 11	Financial Aid Withdrawal Penalty Period Ends (2 nd 8-Week Session)
April 15.....	Last Day for Student Initiated Withdrawal (2 nd 8-Week Session)
April 18 - 24	Spring Break (No Classes)
April 22 - 24.....	Easter Holiday (College Closed)
April 25.....	Classes Resume
May 10.....	Spring Semester Ends
May 13.....	Graduation

SUMMER TERM 2011 (8 WEEKS)

May 31.....	First Day of Classes
June 1.....	Last Day for Schedule Changes
June 3.....	Last Day to Drop a Class / Receive a Refund
July 1	Financial Aid Withdrawal Penalty Period Ends
July 4.....	Independence Day Holiday (College Closed)
July 7	Last Day for Student Initiated Withdrawal
July 26.....	Summer Term Ends (Friday classes meet on this Tuesday)

HISTORY OF THE COLLEGE

South Piedmont is North Carolina's newest community college, having been created in 1999 by the North Carolina General Assembly. The legislature's action abolished Anson Community College and assigned the new college's service area as Anson and Union counties in south-central North Carolina.

South Piedmont is in the unique position of being a new institution with a proud history. The institution traces its roots to 1962, with the founding of the Ansonville unit of the Charlotte Industrial Education Center. In collaboration with Stanly Community College, it also provided years of service in Union County as Union Technical Education Center.

The institution was originally designated as the Ansonville Industrial Education Center in November 1962 by action of the State Department of Public Instruction. On December 2, 1967, the Anson County Board of Education and County Commissioners officially appointed a local Board of Trustees. As a result, the Ansonville Industrial Education Center became Anson Technical Institute, a unit of the Department of Community Colleges of North Carolina.

Further progress, larger enrollment, and additional support from the community, especially Polkton Mayor W. Cliff Martin, enabled Anson Technical Institute to acquire land, obtain additional funds, and complete construction of a 28,000-square-foot building in Polkton in 1977. To better reflect the offerings of the institution, the Board of Trustees on June 7, 1979, changed the name to Anson Technical College.

In 1981, Union Technical Education Consortium was created when Central Piedmont Community College voluntarily withdrew from Union County and the North Carolina Department of Community Colleges authorized service in the county by a consortium of Anson and Stanly community colleges.

Effective November 1, 1987, the official name of Anson Technical College was changed to Anson Community College.

On May 19, 1999, Gov. Jim Hunt signed a bill, based upon recommendations of an independent study team, that abolished Anson Community College and Union Technical Education Center and created North Carolina's newest community college. The signing of this bill created a single college with two campuses, one in Anson County and one in Union County, to serve the residents of both counties, and a new 14-member board of trustees was appointed.

The college was named South Piedmont Community College on August 3, 1999, using one of the 441 different names suggested during a contest held during July.

SPCC: A LEARNING COLLEGE

As a Learning College, South Piedmont Community College promotes and celebrates learning as the process that changes and improves lives. This applies to our students, our employees, and the college itself. We are an organization in which people continually expand their ability to create desired new results. Learning is our top priority.

Our Strategic Plan highlights this focus on learning through our Vision (what we want to be), our Mission (who we are), our Values (what directs our decisions), and our Strategic Initiatives (what actions we will take to fulfill our Vision and Mission).

Our Vision is:

- To be the college of choice

Our Mission is:

- Learning, student success, and workforce and community development

We Value:

- | | |
|--------------------------------|---|
| • Each individual | • Achievement |
| • Ethical conduct | • Diversity |
| • Adaptability and flexibility | • Accountability |
| • Commitment | • Continuous improvement and innovation |
| • Collaboration and teamwork | • Extraordinary customer service |

Our Strategic Initiatives are:

- Focused on Learning by:
 - Creating measurable change in individual learners by engaging them as full partners.
 - Increasing options for learning as defined by the needs of the learner.
 - Documenting with authentic assessments.
- Aligned with our Market and Workforce by:
 - Ensuring that student learning outcomes are current, relevant, and based upon the needs of employers.
 - Ensuring community input into instructional offerings.
 - Participating actively in economic development activities that affect our service area.
 - Increasing opportunities to prepare learners to live, learn, work, and prosper in a diverse, global environment.
- Connected with our Community by:
 - Being highly involved and visible as active partners within the community.
 - Collaborating with area schools to include students, faculty, staff, and parents.
 - Enriching lives through multifaceted cultural events and personal growth opportunities.
 - Serving communities and individuals to improve their quality of life.
- Evidence Driven by:
 - Documenting learning through authentic assessment.
 - Obtaining data through a variety of methodologies and sharing results for continuous improvement.
 - Documenting SPCC's business model to ensure accurate procedures and processes for all learners.
 - Integrating data analysis into decision making to validate or modify existing practices.
 - Demonstrating accountability through the attainment of all North Carolina Community College System Performance Measures.

CORE SKILLS AND LEARNING OUTCOMES

South Piedmont Community College advocates Thinking, Learning, and Interacting as critical competencies for student achievement and lifelong learning in today's global economy. These critical competencies will be supported by core skills with identified measurable learning outcomes and integrated into the Learning College's instruction and activities.

<u>THINK</u>	<u>LEARN</u>	<u>INTERACT</u>
Critical Thinking	Accountability & Self-Management	Clear Communication
Analysis & Interpretation	Writing	Collaboration & Teamwork
Problem Solving	Assessment & Measurement	Adaptability & Flexibility
Synthesis & Evaluation	Continuous Improvement	Global Literacy
Information Literacy	Innovation & Technology	Respect for Diversity
		Customer Service

To ensure the attainment of these core skills, South Piedmont Community College has established the following Core Skills Learning Outcomes:

- The learner will organize and express ideas clearly through written communication in a manner appropriate for the intended audience.
- The learner will organize and express ideas clearly through oral communication in a manner appropriate for the intended audience.
- The learner will apply the basic principles of mathematics and/or scientific inquiry to identify, interpret, evaluate, and solve problems.
- The learner will apply the basic principles of individual or group behavior to current and future challenges of working and collaborating with others with respect to diversity and global issues.
- The learner will choose and utilize appropriate technologies to access, organize, analyze, and communicate information.
- The learner will apply the basic principles of interpretation and analysis to synthesize information.

PERFORMANCE MEASURES AND STANDARDS

In February 1999, the North Carolina State Board of Community Colleges adopted 12 performance measures for accountability. Amended in 2007, the performance measures for accountability were modified to eight (8) measures. All community colleges are required to publish their performance on the eight (8) measures annually in their electronic catalog or on the Internet and in their printed catalog. The eight Performance Measures and Standards and the results for the 2008-2009 fiscal year are as follows:

Data Source: 2010 NCCCS Critical Success Factors Report

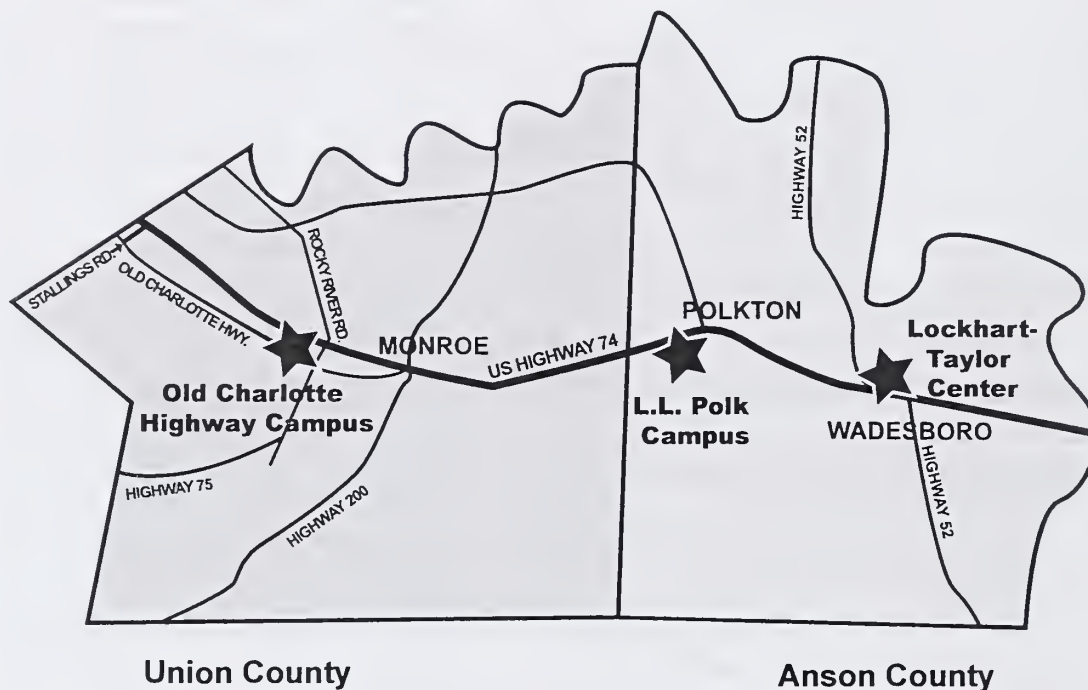
Performance Measure	State Standard	SPCC's Performance
Progress of Basic Skills Students	75%	97%
Passing Rates on Licensure/Certification Exams for First-Time Test Takers	Aggregate = 80%	67%
Performance of College Transfer Students	83%	92%
Passing Rates in Developmental Courses	75%	79%
Success Rate of Developmental Students in Subsequent College-Level Courses	80%	84%
Student Satisfaction of Completers and Non-Completers	90%	92%
Curriculum Student Retention, Graduation, and Transfer	65%	71%
Client Satisfaction with Customized Training	90%	92%

The North Carolina Community College System website, ncccommunitycolleges.edu, contains details about the Performance Measures and Standards. Visit <http://www.ncccommunitycolleges.edu/Publications/index.html>. Click on 2010 Critical Success Factors Report.

HOURS OF OPERATION

South Piedmont Community College offers classes, workshops, and seminars six days a week at various times and locations. The College's normal business hours are Monday through Thursday from 8 a.m. until 5 p.m. and Friday from 8 a.m. until 3 p.m. Hours may be extended during registration periods. Summer hours of operation may differ at all locations.

To obtain information regarding the College and its programs and services to the community, check our website, www.spcc.edu, or call:



Old Charlotte Highway Campus, Monroe

704-290-5100

800-766-0319

FAX: 704-290-5250

L. L. Polk Campus, Polkton

704-272-5300

800-766-0319

FAX: 704-272-5350

Lockhart-Taylor Center, Wadesboro

704-272-5300

800-766-0319

FAX: 704-272-5475

South Piedmont Community College observes the following holidays: New Year's Day, Martin Luther King, Jr. Day, Easter, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving, and Christmas

ADMISSIONS

South Piedmont Community College subscribes to the “open door” policy established by the North Carolina Community College System. The College will admit all applicants who:

- Are 18 years old or older.
- Are high school graduates from an accredited or regionally recognized school or have an equivalent (GED) to a high school diploma.

A person with less than a high school education or who graduates from a non-accredited school may be accepted to the College in limited programs on the basis of ability to benefit. (Contact the SPCC Admissions Office for further details.)

The College serves all students regardless of race, color, sex, creed, national origin, age, or disability.

SPCC reserves the right to deny admission to any applicant during any period of time that the student is suspended or expelled from another educational entity.

For enrollment in associate degree programs and all health programs, SPCC will accept transcripts *only* from secondary (public, private, home school) and post-secondary institutions that are *regionally* or *nationally* accredited by an agency approved by the U. S. Department of Education and/or recognized by the North Carolina Department of Public Instruction.

Home-schooled applicants must:

- Be registered with the North Carolina Division of Non-Public Education Office.
- Provide written documentation of successful completion of the North Carolina Competency Exam.
- Provide an official copy of a transcript of the high school diploma received.

Admissions Process

Applicants to SPCC should:

- Submit a South Piedmont Community College Application for Admission online at www.spcc.edu or in person to the Admissions Office in the Student Success Division on the L. L. Polk campus or the Old Charlotte Highway campus. (See Admissions for Allied Health and Nursing Programs for specific requirements.)
- Apply for Federal Financial Aid Assistance through the FAFSA (*Free Application for Federal Student Aid*) at www.fafsa.ed.gov; apply for other assistance through South Piedmont Community College Scholarships.
- Have your official high school transcript or GED diploma sent to the Admissions Office, PO Box 126, Polkton, NC 28135. **Note:** Official transcripts issued in sealed envelopes by the institution of record become “unofficial” if opened before submission to SPCC.
- Have official transcripts from all colleges attended since high school sent to the Admissions Office, PO Box 126, Polkton, NC 28135. **Note:** Official transcripts issued in sealed envelopes by the institution of record become “unofficial” if opened before submission to SPCC.
- Submit SPCC Questionnaire if you are transferring from another college or university.
- Complete the College Placement Test.
- Complete SPCC’s online student orientation at www.spcc.edu. You will be provided with information concerning campus regulations and policies, financial aid, college support services, academic policies, library services, and student activities.
- Go to the Advising Center to register for classes. (Credit will not be granted for courses in which you have not properly registered.)
- Pay for your classes, have your College ID made, and purchase your textbooks.

Provisional Admission

If your official transcripts have not been received by the Admissions Office at the time of registration, you may be admitted provisionally. However, all admissions requirements must be completed before the end of the first semester enrolled. Failure to complete all admissions requirements will result in a reclassification to Special Credit status for the next semester. Special credit students are not eligible for financial aid.

Special Credit Student Status

You may enroll as a special credit student without specifying a particular curriculum objective. However, any special credit student desiring a degree or diploma must enroll in an appropriate major and meet all appropriate admissions requirements for that major. A special credit student may be excluded from taking some specific courses and is not eligible for any type of financial assistance. Enrollment in curriculum courses requires you to complete the CPT and meet the required scores.

Admission of High School Students

Enrollment of High School and Intellectually Gifted and Mature Students Under 16 Years Old

The 2001 Session of the NC General Assembly enacted legislation to allow a student under the age of 16 to enroll in a community college if the Vice President of Student Success determines that the student is intellectually gifted and has the maturity to justify admission to the College. Approval must be provided through the local Board of Education. Candidates must meet aptitude test scores and achievement test scores of at least the 92nd percentile from an approved list of tests.

Dual Enrollment / Concurrent Enrollment

The Dual Enrollment program offers high school and home-schooled students at least 16 years of age the opportunity to get a head start on a college program by allowing enrollment in South Piedmont Community College courses while still in high school. Official written permission must be obtained from the student's school system.

- Enrollment in curriculum courses requires students to complete the College Placement Test and meet required scores.
- High school and home-schooled students must be at least 16 years of age to concurrently enroll on a space-available basis in any curriculum course.
- High school students must be recommended by the chief administrative public school officer, and the principal must certify that the student is taking the equivalent of one-half of a full-time schedule.
- Home-schooled students must provide a current copy of a signed home school agreement between the appropriate school system and the authorizing parent or guardian.
- Dual enrolled students must submit a completed dual enrollment form for each semester that they wish to enroll.
- Dual enrolled students are limited to enrollment in six (6) credit hours. Permission for enrollment in more than six (6) credit hours must be approved by the Vice President of Student Success.
- Dual enrolled students will be exempt from tuition costs during fall and spring semesters only but will be responsible for fees and textbooks costs. Tuition and fees are **not** exempt for summer term.
- Dual enrolled students may not take developmental classes (any class below the 100 level).
- Dual enrolled students are subject to the policies and procedures of SPCC pertaining to attendance, confidentiality of records, etc., as found in the College Catalog and the current Student Handbook.
- Students admitted on a dual-enrolled basis are not eligible for student financial aid. Efforts in dual enrollment classes may have an effect on a student's future financial aid eligibility.

Huskins Bill Program

High school students may take college credit courses under a cooperative program agreement (Huskins Bill) and be exempt from applicable tuition. The Board of Education may (but is not required to) pay for the

cost of textbooks and fees (not tuition) for high school students enrolled in community college courses, provided the courses in which students are enrolled meet cooperative enrollment criteria.

Sections of Huskins Bill courses are scheduled for the purpose of enrolling high school students. Prerequisites and course admission requirements for high school students are the same as for adult college students. Enrollment in curriculum courses requires students to complete the College Placement Test (CPT) and meet required scores.

Learn and Earn Online

Thanks to the leadership of Governor Mike Easley and the NC General Assembly, North Carolina high school students can earn college credits through a special Learn and Earn Online initiative. Qualified high school students may complete online college courses during the high school academic day. Local high schools provide a computer lab and a lab facilitator; colleges provide instruction. Students may choose from a variety of college credit courses at no cost. Students can earn both high school and college credit for these courses. Contact SPCC's Director of Enrollment Services at 704-272-5324 to discuss Learn and Earn course opportunities. Prerequisites and course admission requirements for high school students are the same as for adult college students. Enrollment in curriculum courses requires students to complete the College Placement Test (CPT) and meet required scores.

Early College High School

South Piedmont Community College in collaboration with the Anson County School System and the Union County School System offers Early College High School programs for students living in each county. Students apply for admission to Anson County Early College or Union County Early College in the eighth grade. Students enter the Early College program as freshmen and earn a high school diploma and a two-year Associate Degree in Arts or Associate Degree in Science within five (5) years. SPCC tuition is paid for ACEC and UCEC students. Upon graduation, students then apply to transfer to the college or university of their choice.

Admission of Senior Citizens

A legal resident of North Carolina who is 65 years of age or older may register for curriculum classes at no cost up to six (6) credit hours for any fall, spring, or summer term. Verification of age will be required. Senior citizens will be expected to pay all regularly assessed fees for any course in which they enroll. All prerequisites and corequisites must be met prior to enrolling in the course(s). An exception may be a self-supporting class in which all students enrolled share the cost of the class. Enrollment in curriculum courses requires students to complete the College Placement Test (CPT) and meet required scores.

Admissions for Allied Health and Nursing Programs

If you are seeking admission into an SPCC health program, you will be required to meet all health program admissions criteria and be officially accepted into the health program prior to taking program-specific health classes. Each program has different admissions criteria. Refer to the specific Allied Health or Nursing Admissions Requirements booklet for the health program in which you seek admission. These booklets may be found in the offices of the Health Programs Admissions Technicians in the Student Success Division of SPCC or on the website at www.spcc.edu. The following information pertains to the general admissions requirements for all health programs:

- Submit a South Piedmont Community College Application for Admission online at www.spcc.edu or in person to the Admissions Office in the Student Success Division. You may indicate only one program per application. Applications for Admission are valid for one year only.
- Have your official high school transcript or GED diploma sent to the Admissions Office, PO Box 126, Polkton, NC 28135. **Note:** Official transcripts issued in sealed envelopes by the institution of record become "unofficial" if opened before submission to SPCC.

- Have official transcripts from all colleges attended since high school sent to the Admissions Office, PO Box 126, Polkton, NC 28135. **Note:** Official transcripts issued in sealed envelopes by the institution of record become “unofficial” if opened before submission to SPCC. Courses taken at other colleges must have a grade of “C” or higher to be accepted for transfer credit to SPCC.
- Take the Accuplacer College Placement Test (CPT) and meet the required scores for your program of interest.
 - You have one opportunity to take the CPT (Reading, Sentence Skills, Arithmetic, Algebra, and Computer Competency).
 - CPT scores are valid for two (2) years.
 - The initial test is free; all retests are \$2 per section.
 - Accuplacer test scores from other colleges may be accepted if taken within the last two (2) years.
 - Applicants with the following scores taken within the last two (2) years are exempt from taking the Accuplacer Reading and Sentence Skills:
 - SAT = 500 Critical Reading
 - ACT = 21 Reading and 21 English
 - ASSET = 41 Reading and 41 Writing
 - COMPASS = 81 Reading and 70 Writing
 - Applicants with the following scores taken within the last two (2) years are exempt from taking the Accuplacer Arithmetic and Elementary Algebra:
 - SAT = 500 Mathematics
 - ACT = 21 Math
 - ASSET = 41 Numerical and 41 Intermediate Algebra
 - COMPASS = 47 Pre-Algebra and 66 Algebra
- Attend one of the mandatory health programs information sessions offered online throughout the year at www.spcc.edu.
- Obtain a copy of the Allied Health or Nursing Admissions Requirements booklets for your specific program of choice for information on the admissions requirements for that program. If you have any questions, contact the Health Programs Admissions Office, L. L. Polk campus at 704-272-5338, or Old Charlotte Highway campus at 704-290-5840.

All required documentation to be considered for acceptance into your program of choice must be submitted to one of SPCC's Health Programs Admissions Technicians located in the Student Success Division.

Admission of International Students (Documented)

South Piedmont Community College considers admissions to documented foreign nationals. The following must be completed and submitted to the Admissions Office prior to enrollment:

- SPCC Application for Admission Form
- System Data Gathering Form
- Residency Application Form
- Permanent Resident Alien Card (and other acceptable documentation)

In order to be considered for in-state tuition rates, any Documented Foreign National applicant must provide convincing documentation that he/she intends to make North Carolina his/her residence (see Residency Classification for Tuition Purposes).

South Piedmont Community College does not have housing facilities, living accommodations, or associated support programs for individuals from other countries. You are responsible for your own transportation.

College Placement Testing

The purpose of the College Placement Test (CPT) is to enhance your success as a student at South Piedmont Community College. It helps you, as a new student, determine your skills in reading, English, arithmetic, algebra, and computer competency. Skills identified through the CPT, along with counselor or advisor guidance, will help with placement in the most appropriate courses for your success. CPT scores are valid for two years.

All associate degree, diploma, certificate, special credit, high school, and health program applicants must complete the CPT (reading, sentence skills, math, and computer competency) prior to registration. All degree and diploma students must meet all CPT requirements prior to completing their program of study. Students transitioning from a certificate program into a diploma or degree program must meet the MAT 070 requirement even if there is no math course in the program.

SPCC Advisor Report/Academic Assessment

CPT/ACCUPLACER	COURSE/COMMENTS
Sentence Skills	
20 - 50	Counselor Referral
51 - 69	ENG 080
70 - 85	ENG 090
86 or higher	ENG 111 (reading score of 80 or higher also required)
Reading Comprehension	
20 - 50	Counselor Referral
51 - 69	RED 080
70 - 79	RED 090
80 or higher	ENG 111 (writing score of 86 or higher also required)
Arithmetic	
20 - 32	Counselor Referral
33 - 39	MAT 050
40 - 54	MAT 060
55 or higher	See Algebra score for placement
Algebra	
20 - 54	MAT 070
55 - 74	MAT 080 (MAT 140 / MAT 140A)
75 or higher	No developmental algebra required
CIS (Computer Competency)	
Below 80	CIS 070
80 or higher	CIS 110

Exemptions to the CPT policy are as follows:

- Applicants transferring from another institution who have successfully completed a transferable freshman English, reading, mathematics, or computer course will be exempt from the placement test subject area.

- Applicants with the following scores taken within the last two (2) years are exempt from taking the Accuplacer Reading and Sentence Skills:
 - SAT = 500 Critical Reading
 - ACT = 21 Reading and 21 English
 - ASSET = 41 Reading and 41 Writing
 - COMPASS = 81 Reading and 70 Writing
- Applicants with the following scores taken within the last two (2) years are exempt from taking the Accuplacer Arithmetic and Elementary Algebra:
 - SAT = 500 Mathematics
 - ACT = 21 Math
 - ASSET = 41 Numerical and 41 Intermediate Algebra
 - COMPASS = 47 Pre-Algebra and 66 Algebra
- Applicants who are eligible to exempt one or more of the placement tests based on any of the above exemptions must provide the Admissions Office with appropriate documentation.

You must show proof of ID (College ID or driver's license) before admission to the Testing Center. The Testing Center staff will offer "pre-test" advisement to you regarding the serious nature of the initial test. Resources are available for you before you take your first test. See the Testing Center staff for more details.

Once you have completed the College Placement Test, the Testing Center staff will refer you to a counselor or to an advisor in the Advising Center for further assistance. Contact one of the following for Testing/Assessment information:

L. L. Polk Campus:	Director of Enrollment Services	704-272-5324
	Testing Coordinator	704-272-5340
Old Charlotte Highway Campus:	Testing Coordinator	704-290-5841

Placement Testing for Distance Learning Students

Students outside the College's service area should contact the Director of Enrollment Services for information on College Placement Testing.

CPT Retest Policy

Retests are allowed when one or more of the following situations apply:

- If you make within 4 points of the cut score in any given section, you may retest in that section only. You should retest within two weeks of the initial test (after a 24-hour mandatory waiting period), and you may only challenge your scores once per year.
- Special circumstances may apply for retest.
- If you do not fall into the above categories and are interested in a retest, you must submit proof of intervention (tutorials, workbook, etc.) before a retest will be allowed.

You may not retest more than twice per year under any circumstance.

The Testing Coordinators and/or the Director of Enrollment Services reserve the right to disallow a retest if there are questions about the validity of a request.

The Testing Center will charge \$2 per retest section or a total of \$10 for all sections of the retest. If you wish to retest, you must provide documentation at the time of the retest, at which time the Testing Center staff will ensure eligibility.

Transfer of Credit

Educational work taken at regionally accredited institutions in which a grade of "C" or higher was earned and a comparable course is offered at South Piedmont Community College may be accepted as transfer credit. Proficiency credits from other institutions will not be accepted. Transfer credit may be awarded for appropriate military courses. If you submit transcripts from foreign universities, it is your responsibility to provide accurate translations of (a) the transcript, (b) course descriptions, and (c) the grading system. Credit will be evaluated in the context of the current catalog.

The time frame for accepting transfer credit is ten (10) years for general education courses except science, which is five (5) years. The time frame for vocational and technical courses is five (5) years. The time frame for developmental and computer courses is three (3) years.

You may petition the Registrar to have related coursework over ten (10) years old evaluated. The CPT may be used to determine your ability to complete required coursework. Students who place out of developmental courses may have coursework over ten (10) years old evaluated.

Transfer credit will be awarded for coursework without assigning grades or quality points. To earn a South Piedmont Community College degree, students transferring credits must earn a minimum of 25% of the credits in their chosen curriculum program (excluding general education courses) at SPCC. This includes transfer credits from other colleges as well as between SPCC programs. You may be required to repeat coursework for credit.

Advanced Placement (AP) Course Credit

Applicants to SPCC may request transfer credit for subjects taken in high school if they have a designation of Advanced Placement and if you can score appropriately on an Advanced Placement exam at the end of the course. Credit must be applicable to your current degree or diploma requirements. Advanced credit must be supported by official test score reports to be considered for transfer credit. Only hours earned are awarded. Official documentation verifying test scores is required.

College Level Examination Program (CLEP) Credit

Applicants to SPCC may request transfer credit for subjects covered under placement examinations. The College Level Examination Program (CLEP) subject area exams may be evaluated for SPCC college credit. Test scores must meet ACE (American Council on Education) recommendations. Credit must be applicable to your current degree or diploma requirements and must be supported by official test score reports to be considered for transfer credit. Only hours earned are awarded. Official documentation verifying test scores is required.

Tech Prep Credit

In cooperation with the local high schools, South Piedmont Community College participates in and supports the Tech Prep (Technical Preparation) program.

The Tech Prep program is a course of study for high school students designed to meet the needs for a more technically oriented educational background. Through a blending of higher level academic and vocational courses, Tech Prep prepares students for the advanced courses required by South Piedmont Community College. Requirements for the Tech Prep advanced placement are:

- Earn a grade of "B" or higher in the course at the high school level
- Score a Level 3 or 4 on the standardized VoCATS post assessment test

In order to receive credit as per the agreement, you must enroll at the community college within two years of your high school graduation date and immediately notify the Registrar of your Tech Prep status.

Courses accepted for advanced placement will appear on your transcript. The credit will apply toward graduation but will carry no formal grade or grade points.

Educational Experiences in the Armed Services Credit

It is the policy of South Piedmont Community College to award credit for training experiences in the Armed Services. Such experiences must be certified by the American Council on Education (identified in the Council's publication, "Guide to the Evaluation of Educational Experiences in the Armed Services"). Credit will be given on the basis of individual evaluation by the Registrar. Creditable military experience must closely correspond to courses in the South Piedmont Community College curriculum for which you are applying. An official transcript of successful completion of the course is required.

International Transcript Credit

International transcripts require an official English translation. If your college or university transcripts are not from the United States, you must have an International Transcript Evaluation completed by an evaluation agency at your expense. Submit your transcript to an agency recognized by the National Association of Credential Evaluation Services (NACES), World Education Services (WES), or International Education Evaluations, Inc. (IEE) for an international evaluation. A letter grade of "A," "B," or "C" and earned credit hours must be provided for each course. Course equivalencies based on terms such as "Excellent" or "Good" are not acceptable.

Reapplication to the College

If you have withdrawn in good standing and/or have not enrolled for a period of five (5) years or more, you must reapply for admission to the College. Copies of academic transcripts and placement tests may be required. If you have been suspended for academic or disciplinary reasons, you must consult with the Vice President of Student Success.

Reapplication to Health Programs

Reapplication to a health program is required for students who have not been enrolled in a health program for more than one semester. The guidelines for the admissions process for health programs as described in the catalog section "Admissions for Allied Health and Nursing Programs" must be followed.

Readmission Process for SPCC Health Programs

Readmission to Allied Health or Nursing programs requires a special process. This readmission process is for students currently enrolled in one of SPCC's health programs.

- If you are dismissed from an Allied Health or Nursing program for demonstrating behaviors that lead to dismissal as outlined in the Student Handbook for your program, you will not be considered for readmission.
- If you are unable to progress in your Allied Health or Nursing program because of failure to meet the progression criteria as stated in the Student Handbook for your health program, you must schedule an appointment with your program director to complete a readmission plan. Failure to complete the readmission plan during the current semester may render you ineligible for readmission.
- Within 30 days of meeting with your program director to complete a readmission plan, you must notify, in writing, your program director and the Health Programs Admissions Office of your desire to return to the program.
- Readmission is on a space available basis as determined by the program director as well as clinical site availability.

- If you are readmitted into the program, you may be required to audit courses (at your expense) that were successfully completed up to the point of withdrawal or show course competencies at the program director's discretion.
- You must have a cumulative GPA of 2.5 or higher to be considered for readmission.
- If you are approved for readmission and you choose not to enroll by the designated enrollment date/semester approved by your program director, you must notify, in writing, your program director and the Health Programs Admissions Office of your intent not to return to the program.
- If you are denied readmission by the program director, you may appeal the decision to the Student Appeals Team. The Student Appeals Team is comprised of SPCC faculty, staff, and the SGA President. The decision of the Student Appeals Team will be final.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) OF 1974

The Family Educational Rights and Privacy Act of 1974 grants to you certain rights, privileges, and protections relative to individually identifiable student educational records which are maintained by SPCC. Specifically, SPCC has adopted the following general guidelines and specific procedures on access to and release of student records.

Directory Information

Certain information is considered to be "directory information" and may be used for directory purposes unless you specifically request directory information to be protected. In accordance with the Family Educational Rights and Privacy Act (FERPA), directory information relating to a student includes the following:

- Student's name
- Address
- Telephone number
- Date and place of birth
- Major program of study
- Participation in officially recognized activities and sports
- Dates of attendance
- Degrees and awards received
- Most recent educational agency or institution attended by the student

Right of the College to Refuse Access

SPCC reserves the right to refuse to permit you to inspect the following records:

- Financial statement of your parents
- Letters and statements of recommendation for which you have waived your rights of access or which were filed before January 1, 1975
- Confidential letters and statements of recommendation concerning admission, employment, honor or honorary recognition if you have signed a waiver of your right of access
- Record being withheld for failure to meet financial obligations

Disclosure of Educational Records to Students

"Educational Records" means those records, files, documents, and other materials that contain information directly related to a student and are maintained by SPCC or by any person acting for the College. Not included in the term "educational records" are records of instructional, supervisory, and administrative personnel and records created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or para-professional acting in his/her professional capacity. Any student has the right to his/her educational records. This includes the right to:

- Inspect and review the contents of these records.
- Obtain copies of those records at the cost of reproducing those copies.

- A response from the custodian of the records to reasonable requests for explanations and interpretations of those records.
- An opportunity for a hearing to challenge the content of those records.

Disclosure of Educational Records to Parents

Although routine records will be mailed directly to the student, parents of dependent students (as defined in Section 152 of the Internal Revenue Code) may have access to students' educational records without their prior consent. All SPCC students are considered dependent unless they take specific steps to declare themselves independent. Non-traditional students (those over the age of 24) will be considered independent in this respect.

Disclosure of Educational Records to Third Parties

SPCC will disclose information from a student's educational records only with the written consent of the student, except to:

- School officials (administrators, professional staff, faculty, and Board of Trustee members) who have a legitimate educational interest in the records.
- Certain officials of the U.S. Department of Education, the Controller General, and state and local education programs.
- Comply with a judicial order or a lawfully issued subpoena, only after a reasonable effort has been made to notify the student involved of such order.
- Appropriate parties in a health or safety emergency.
- Accrediting agencies if the information is necessary to the accrediting organization in order to carry out their accrediting function.

For additional information pertaining to the Family Educational Rights and Privacy Act (FERPA), consult the Registrar or Vice President of Student Success.

REGISTRATION AND FINANCIAL INFORMATION

REGISTRATION

Once you have completed the admissions process, you are ready to register for classes during the registration times listed on the SPCC website, www.spcc.edu. New students must meet with a counselor or Advising Center advisor to register. Advising Centers are available at both the L. L. Polk campus and the Old Charlotte Highway campus and are staffed with SPCC faculty and staff to assist you in the advising and registration process. Currently enrolled students may register through WebAdvisor or in person. Registration is conducted online via <http://go.spcc.edu>. This website gives you access to online registration, grades, advising, financial aid, class schedules, college updates, and more. Visit <http://go.spcc.edu>. Enter your Username and Password if you are a current student. Click on Active Campus Portal. Under the WebAdvisor tab, click on "Registration." Then select "Search for Sections" or "Search and Register" to begin your online registration.

Access to the registration system may be blocked if a financial or academic hold has been placed on your record. Some classes require special permission to register. Your registration will be deleted if payment is not received by the deadline listed for the period in which you registered. You are responsible for paying for all scheduled classes by the published due date.

Gmail Accounts

South Piedmont Community College provides you with an email account through Google email, also known as Gmail. Gmail accounts will be the primary tool for instructors and staff to communicate with you regarding important announcements and official College business. Therefore, you should access the Gmail account regularly so important information and/or dates are not missed.

Gmail is accessible through this link: <http://partnerpage.google.com/students.spcc.edu>. Instructions for setting up your Gmail account may be found on the SPCC website at www.spcc.edu.

Schedule Changes

If you decide that the course load you've registered for may be too heavy or too light, you may visit the Faculty Advising Center or go online to WebAdvisor to drop or add courses during the Schedule Change period without grade penalty. The Schedule Change period is published in the Academic Calendar in this catalog and is posted on SPCC's website.

NOTE: If the course you wish to take has a prerequisite or a corequisite, you are required to meet those course requirements. All prerequisites must have been satisfactorily completed before registering for the course. When dropping a course with a corequisite, both the corequisite and the course requiring the corequisite must be dropped.

TUITION AND FEES

Tuition for in-state and out-of-state residents is set by the North Carolina General Assembly and is subject to change by the NC General Assembly without notice. Fees are set by the North Carolina General Assembly, the North Carolina State Board of Community Colleges, and/or the South Piedmont Community College Board of Trustees and are subject to change without notice.

Residency Classification for Tuition Purposes

To qualify as an in-state resident for tuition purposes, you must be a U. S. citizen and have established legal residence in North Carolina for a period of at least twelve (12) months prior to your enrollment at South Piedmont Community College. Proof of residency can be determined by (but not limited to) the following criteria:

- North Carolina driver's license
- North Carolina State Income Tax Return
- Proof of acquired property in NC (no rent or lease agreements will be accepted)
- Listed personal property for taxation purposes

Once you provide satisfactory information to the SPCC Admissions Office, in-state tuition rates will be applied. Failure to provide the requested information will result in being classified as an out-of-state resident, and you will be charged out-of-state tuition rates.

In-State Tuition

In-state tuition is \$56.50 per semester hour of credit plus fees up to 16 semester credit hours. Students taking 16 or more semester credit hours:

Tuition (maximum)	\$904.00
Technology Fee (maximum)	16.00
Activity Fee (maximum)	32.00
Accident Insurance	1.20
Academic Support Fee (Tutoring)	5.00
Career Assessment Fee	5.00
Learning College Portfolio Fee	10.00
Total	\$973.20

Out-of-State Tuition

Out-of-state tuition applies to any student whose legal residence is outside of North Carolina (see Residency Classification for Tuition Purposes). Out-of-state tuition is \$248.50 per semester hour of credit plus fees up to 16 semester credit hours. Students taking 16 or more semester credit hours:

Tuition (maximum)	\$3,976.00
Technology Fee (maximum)	16.00
Activity Fee (maximum)	32.00
Accident Insurance	1.20
Academic Support Fee (Tutoring)	5.00
Career Assessment Fee	5.00
Learning College Portfolio Fee	10.00
Total	\$4,045.20

Technology Fee

The Technology Fee is \$1 per semester hour up to a maximum of \$16 for 16 or more semester hours. This fee is used to support the procurement, operations, and repair of computers and other instructional technology including supplies and materials that support the technology.

Activity Fee

The Activity Fee supports cultural activities, entertainment, and recreational activities sponsored by the

Student Government Association. This fee is \$2 per semester hour up to a maximum of \$32 for 16 or more semester hours.

Accident Insurance

Accident insurance provides coverage to you during hours in school. The \$1.20 per semester insurance fee is required and payable with tuition.

Academic Support Fee

The Academic Support Fee is \$5 per student, per semester. This fee supports the efforts of providing academic support to students through tutoring services. The \$5 Academic Support Fee is required and payable with tuition.

Career Assessment Fee

The Career Assessment Fee is \$5 per student, per semester. This fee helps to offset the cost of career assessment/planning tools available through the Student Success Division. The \$5 Career Assessment Fee is required and payable with tuition.

Learning College Portfolio Fee

The Learning College Portfolio Fee is \$10 per student, per semester. This fee helps to offset the cost of assessment tools provided by the Student Learning Division. The \$10 Learning College Portfolio Fee is required and payable with tuition.

Lab Fees

A \$15 per semester lab fee is charged for certain courses with lab hours. An additional \$10 per course fee is charged for online courses. An additional \$5 per course fee is charged for blended courses.

Special Fees

Additional fees may be charged for some programs (e.g., equipment fees, liability insurance, etc.)

Payment of Tuition and Fees

After you have registered, you must pay your tuition and fees. They may be paid with cash, check, money order, Visa or Mastercard, or through NelNet. South Piedmont Community College participates in the NelNet tuition payment plan. Check the SPCC website at www.spcc.edu or contact the Business Office at 704-272-5354 or 704-290-5849 for additional information.

Personal checks are electronically processed upon receipt. Returned checks incur a fee of \$25. SPCC accepts credit card payment by phone from the cardholder only.

Textbooks and Other Costs

You will be expected to purchase textbooks and supplies for classes in your program of study. The SPCC bookstores on the L. L. Polk campus and on the Old Charlotte Highway campus sell textbooks and supplies. Information on textbook refunds and textbook buy-backs is available at the bookstores. You may contact the L. L. Polk campus bookstore at 704-272-5376 or the Old Charlotte Highway campus bookstore at 704-290-5848.

Refund Policy

Refunds are processed under the North Carolina Community College System refund policy.

- SPCC will refund 100% of the tuition paid if the College cancels a class or if you withdraw from class(es) before the first day of the semester.
- SPCC will refund 75% of the tuition paid if you drop the class(es) during the Drop period. If classes are dropped during the Drop period, you are responsible for paying 25% of the tuition. NOTE: Financial aid will not pay the 25%.
- Tuition refunds will not be granted if you withdraw after the Drop date of the semester, even if you have not attended any class.
- Refunds will not be made in the amount of \$5 or less.

Military Tuition Refund

Upon request by the student and appropriate documentation, the College will grant a full refund of tuition and fees to military reserve and National Guard personnel called to active duty or active duty personnel who have received temporary or permanent reassignments as a result of military operations then taking place outside the state of North Carolina that make it impossible for that student to complete his/her course requirements during the current semester or term.

Death of Student Refund

In the event of a student's death during a semester or term, all tuition and fees the student had paid that semester or term may be refunded to the estate of the deceased.

FINANCIAL AID

To apply for financial aid, you must complete the *Free Application for Federal Student Aid* (FAFSA) online at www.fafsa.ed.gov. There is no charge to complete this application. You will be considered for all types of federal and state financial aid. If you prefer not to complete the application online, you may request a paper FAFSA by calling the Federal Student Aid Information Center at 1-800-433-3243. A PDF version of the FAFSA is available at www.FederalStudentAid.ed.gov. You can access the PDF, complete the form on your computer or by hand, and mail it to the address listed on the form. Whether you choose to apply online or by mail, you will be asked to enter SPCC's school code in the appropriate box on Step 6 of the FAFSA. SPCC's school code is **007985**.

Information entered into the FAFSA is analyzed according to federal guidelines. This ensures that all applicants are treated fairly and equitably. Income, assets, family size, marital status, and the number of family members in college are used to determine financial need. Once your eligibility for financial aid has been determined, you will receive an award letter with information about the disbursement of funds. This award letter serves as a payment voucher, covering the cost of tuition, fees, and books (not to exceed your eligible amount). The balance when all voucher charges have been subtracted will be paid to you. NOTE: Students who withdraw before the 60% point of the semester are required to repay funds for which they are not eligible due to the withdrawal.

The FAFSA is available beginning January 1 of each year for the upcoming academic year (July 1 through June 30). You must complete a FAFSA or FAFSA renewal for each academic year. You are encouraged to apply at least eight (8) weeks prior to registration for the semester you intend to enter the College. To receive priority for all types of federal financial aid, students planning to begin in the fall semester should complete the *Free Application for Federal Student Aid* (FAFSA) application process so that approval (award letter) is received by June 1. Students planning to enter in the spring semester should complete the FAFSA application process so that approval is received by November 10. The summer priority date

is April 15. If your eligibility for financial aid has not been determined or your file is not complete, you will be responsible for payment of tuition, fees, and all other applicable charges.

Student Responsibilities

To receive Federal Financial Aid as well as State assistance, you must:

- Demonstrate financial need.
- Have a high school diploma or a GED diploma on file with the College.
- Be enrolled in an academic program for at least six (6) credit hours (some students may be eligible if less than half-time) and maintain satisfactory progress in your program of study. Courses not eligible for federal financial aid include:
 - Special Credit (not claiming a major)
 - Credit by Examination (test-out)
 - Audited courses
 - High school programs (Dual Enrollment, Huskins, Learn and Earn Online, Early College)
- Be a U. S. citizen or an eligible non-citizen.
- Have a valid Social Security Number.
- Sign a statement on the FAFSA certifying that federal student aid will be used for educational purposes only.
- Sign a statement on the FAFSA certifying that you are not in default on a federal student loan and that you do not owe money back on a federal student grant.
- Answer the question on the FAFSA about whether you have been convicted of possessing or selling illegal drugs.
- Register with Selective Service, if required.

Types of Financial Aid Available

Federal Financial Aid:

- Federal Pell Grants are based on financial need as determined by the FAFSA. Pell grants are for college undergraduates who have not yet earned a bachelor's degree.
- Federal Academic Competitiveness Grants (ACG) award financial assistance to eligible financially needy students who have completed a rigorous secondary school program of study as determined by the state or local education agency and recognized by the U. S. Secretary of Education.
- Federal Supplemental Educational Opportunity Grants (SEOG) offer financial assistance to students who have exceptional financial need. Students must be continually enrolled at least half-time (6 credit hours).
- Federal Work-Study Program provides jobs for students who meet eligibility requirements and wish to earn part of the cost of attending SPCC. Work-study employment is available on both campuses on a part-time basis (usually 10-20 hours per week). If you are interested in a work-study job with the College, you must complete a FAFSA and an SPCC Application for Employment.

State Financial Aid:

- North Carolina Community College Grant may be awarded to students who are North Carolina residents enrolled in at least six (6) credit hours per semester in a specific curriculum program. Eligibility is determined based on the same criteria as the Federal Pell Grant; students not eligible for the Pell Grant may be considered for the NCCC Grant based on their estimated family income as determined on the Student Aid Report. Applicants must complete a FAFSA form in order to be eligible for this grant.
- North Carolina Student Incentive Grant may be awarded to students who are North Carolina residents enrolled on a full-time basis (12 credit hours or more) and demonstrate substantial financial need as

based on the Student Aid Report. Students must apply before March 15 of the academic year preceding enrollment in order to be considered.

- North Carolina Community College Child Care Assistance provides child care assistance to students who are single parents and have custody or joint custody of their children. Child care providers must be licensed and regulated by the State of North Carolina. Applicants must complete the FAFSA.
- Less Than Half-Time Funds (State Grant) provides State Board appropriated funds for students who are enrolled less than half-time in certificate, diploma, or associate degree programs. Students must complete the FAFSA and have an EFC between 801 and 4,000 and be enrolled in less than six (6) credit hours. Qualified students are eligible for \$30 per semester hour up to a maximum of \$150 per semester. Awards are made in the Spring semester of the award year.
- Education Access Rewards North Carolina Scholars Fund (EARN) was established to provide grants to eligible students in NC without incurring student loans during the first two years of college. You must qualify for in-state tuition, be a legal resident of NC, graduate from high school or obtain a GED within 7 months of the fiscal year in which funds will be disbursed. One must also be a first-time student at SPCC (college credits earned in high school are excluded). A student must also be classified as dependent for Federal Title IV aid or a ward/dependent of the court, as well as demonstrate total family income not exceeding 200% of the applicable federal poverty guideline. This grant is available for the equivalent of two (2) academic years.

Scholarships:

Scholarships are available from federal, state, local, and SPCC sources. They are awarded based on financial need, academic performance, and/or time of application. Some scholarships are open to all students while others are open to students in certain program areas, such as nursing, computer information technology, and business. Students applying to receive scholarships must complete the FAFSA, the SPCC Scholarship Application, and submit at least one letter of recommendation to the Financial Aid Office. For details, contact the Financial Aid Office at 704-272-5325 on the L. L. Polk campus or 704-290-5843 on the Old Charlotte Highway campus. For a listing of scholarships available, see the SPCC website, www.spcc.edu. Click on Future Students, Financial, Financial Aid, Scholarships.

Loans:

South Piedmont Community College does not participate in the Federal Loan program. Therefore students are not eligible for a Perkins, Stafford, PLUS, or Federal Family Education loan while attending SPCC. You are welcome to apply for loans through a private lender, such as a bank or credit agency. However, you are solely responsible for adhering to any terms and responsibilities under the loan agreement. SPCC has also partnered with FACTS Tuition Management to provide payment options for students.

- Signature Student Loan for Community Colleges and Career Training Loan is designed to provide financing options for post-secondary students who enroll in either an associate's degree or a Title IV eligible certificate/diploma program. You must be listed as the applicant on the loan application and have satisfactory credit history. An applicant with insufficient credit history may be approved with a qualified co-applicant. The minimum loan amount is \$500; the annual maximum loan amount is \$15,000 (no aggregate loan limit for Career Training Loans). Interest rates are variable and based on the Prime rate. Repayment options include immediate repayment and optional deferment. Apply online at www.salliemae.com. Click on Community College Loan or Career Training Loan.
- Nurse Education Scholarship Loan Program is administered by the North Carolina State Education Assistance Authority. It is available to Practical Nursing students who show financial need as shown by their Student Aid Report. Other factors, such as academic performance, are also taken under consideration. Awards range from \$400 - \$5,000 depending upon the student's demonstrated financial need, cost of attendance, other financial assistance, and the amount of funding available through the Nurse Education Scholarship Program.

- The NC Prospective Teacher Scholarship Loan provides to 200 distinguished high school and college students interested in teaching in North Carolina's classrooms a \$2,500 per year scholarship for full-time undergraduate study. Scholarship recipients are obligated to teach in a North Carolina Public/Charter School for each year of assistance. In other words, if a student receives the scholarship loan for two years, then the student would teach for two years in a NC public or charter school in order to repay the loan. To be eligible for this loan, you must apply by February 10.
- SPCC Emergency Loan Fund is available for students to borrow up to \$150 to be repaid within 30 days of disbursement. You must be in a specific curriculum program. You must be in good academic and financial standing with the College.
- North Carolina Student Loan Program for Health, Science, and Mathematics is for students who are residents of North Carolina for tuition purposes, are U. S. citizens, and are full-time students in an accredited associate degree program leading to a degree in a specified health, science, or mathematics-related field. Award recipients are chosen according to major, academic capabilities, and financial need.
- North Carolina AmeriCorps offers full- and part-time opportunities for participants to provide service to their community. Monthly stipends and educational vouchers are available to full- and part-time members who successfully complete their terms of service (10 months to 1 year) in a one-year program. Applicants must be a U. S. citizen, U. S. national, or lawful permanent resident alien of the U. S. and must be 17 years or older. Applicants must also have a high school diploma or GED.
- North Carolina Education Lottery Scholarship (ELS) is available to NC residents for tuition purposes, who enroll in at least five (5) credit hours per semester in a curriculum program and make satisfactory academic progress. Eligibility is based on the same criteria as the Federal Pell Grant, with one exception: Students not eligible for Pell Grants with EFCs of 5,000 will qualify for ELS. Grants range from \$100 to \$2,500 per year.

Other Financial Aid:

- Hope/Lifetime Learning Tax Credits: As a community college student, you may be eligible to receive education tax credits that can reduce the expense of your education. The Hope Credit and the Lifetime Learning Credit can be claimed for each student in a family who is enrolled in higher education at least half-time in an eligible educational institution and who has not yet completed his/her first two years of study. If you are a student financing your own education and are not claimed as a dependent on your parents' tax return, or if you are an adult who claims students as dependents, you can claim a tax credit for tuition expenses and required fees.
- Vocational Rehabilitation: Certain students who have mental, physical, or emotional disabilities that limit employment opportunities may be eligible for financial assistance through local Vocational Rehabilitation offices or the Division of Vocational Rehabilitation Services, Department of Human Resources, in Raleigh.
- Workforce Investment Act: WIA funds are intended to provide financial assistance to students who have recently become unemployed. Assistance may be provided for tuition, fees, textbooks, supplies, child care, and transportation. The duration of any individual WIA award is based upon the availability of funds as well as student satisfactory progress measures that may be imposed. Contact the Anson County Employment Security Commission at 704-694-6551 or the Union County JobLink Center at 704-283-7541 for more information.

Enrollment Status

In order to receive the maximum Pell Grant, you must be enrolled for 12 credit hours or more each semester in an eligible curriculum program. Depending on eligibility a reduced Pell Grant can be received by students who are enrolled 9-11 credit hours (three-fourths time), 6-8 credit hours (half-time), or 1-5 credit hours (less than half-time). Only courses in your program of study can be included when determining your award

for the semester. For example, if you are enrolled for 12 credit hours but you are taking a five credit hour course that is not part of your program of study, you will receive Pell Grant funds for 7 credit hours only and not 12 credit hours although you are enrolled for 12 hours.

Federal regulations allow only the first 30 hours of attempted developmental coursework usable to determine your eligibility for financial aid. Once you have attempted 30 developmental hours, only non-developmental college credit courses can be used to determine your eligibility for financial aid.

Beginning with the 2009-2010 academic year, students are eligible for up to two scheduled awards (200%) per year of Pell Grant. Each college is required to have a policy regarding summer Pell awards. This policy must be in place prior to July 1, 2010. The policy must address which application year the school will use to determine financial aid eligibility for summer 2010 term. SPCC has always used the current school year Pell information to determine eligibility for summer funds and will continue this process for summer 2010. SPCC's policy statement for awarding Pell during summer 2010 term is:

South Piedmont Community College elects to use the 2009-2010 financial aid information to determine student eligibility for additional Pell funds during the summer 2010 term. The SPCC Financial Aid Office will not consider any information from 2010-2011 student aid eligibility and does not require review of a student's academic progression in his/her program of study when determining eligibility for additional Pell Grant funding.

This policy is for summer 2010 only. Federal regulations will guide SPCC's process for summer 2011 and forward.

Maintaining Eligibility for Financial Aid

Federal regulations require that students receiving financial aid must be making satisfactory academic progress. South Piedmont Community College makes these standards applicable to all federally awarded financial aid funds in order to maintain a consistent policy for all students receiving assistance. For federal financial aid purposes, satisfactory progress is measured in two ways, qualitative and quantitative.

Qualitative Measurement:

Each semester (if you are a financial aid student) your cumulative grade point average (GPA) is calculated. You must achieve a minimum GPA of 2.0. Failure to attain the required GPA results in a semester of intervention. During this semester of intervention:

- You must work to raise the GPA to 2.0.
- Your financial aid continues.

At the end of one semester of intervention, if you have not achieved a satisfactory GPA, you will be placed on probation for one semester. During your probationary semester:

- You are required to complete all registered courses with a "C" or better.
- Your financial aid continues.

If this requirement is met during the semester of probation, and all semesters thereafter, you will continue probation until you achieve a 2.0 GPA or higher, at which time, you return to good academic standing.

If, at the end of the probationary semester you have not completed all of your registered courses with a "C" or better, your financial aid will end. You will then be required to pay for your tuition and books until you meet the cumulative GPA of 2.0 and qualify for aid. You may appeal this decision if you have had mitigating circumstances and can show documentation to support your claim; however, you may or may not be reinstated for financial aid. The College's decision is final.

Quantitative Measurement (Percent of Courses Taken):

You (as a student receiving financial assistance) must complete 67% of all credit hours attempted. You must also be evaluated in increments of not more than half the program or one academic year, whichever is less.

- **Diploma Programs:** Evaluations are made at the end of the fall semester. You will be notified if you will lose your eligibility in the spring semester. Evaluations are made at the end of summer term with notification given if you will lose eligibility for the fall semester.
- **Degree Programs:** Evaluations are made at the end of the spring semester. You will be notified if you will lose your eligibility in the fall semester. Evaluations are made at the end of the fall semester with notification given if you will lose eligibility for the spring semester.

Maximum Allowable Credit Hours:

You are expected to enroll and satisfactorily complete the total number of credit hours and courses to graduate from your program. For financial aid, federal regulations limit the maximum allowable credit hours to no more than 150% of the total credits of the program. In other words, you cannot have attempted more than 150% of the total number of credit hours required for graduation. If more credit hours are taken, no financial aid can be awarded for the program of study.

Example: To graduate from Accounting, 68 credit hours are required. Multiply that times 150% to find the most credit hours allowed ($68 \times 150\% = 102$). The maximum number of credit hours allowed for Accounting is 102. If you are over the maximum allowable credit hours for your program, you will be ineligible to receive financial aid.

Students who have not met the standards of progress at the time of evaluation will be terminated from financial assistance.

Program Completion:

Changing programs of study will greatly affect satisfactory progress. All hours previously taken at South Piedmont Community College count toward progression. Hours previously taken at another institution that are transferred to SPCC will also count toward progression.

Withdrawals, incompletes, and repeated courses count toward hours attempted.

Developmental courses numbered below 100 are not included in the quantitative measurement.

Appeals Procedures for Financial Aid:

In order to appeal financial aid termination, you must document mitigating circumstances in writing. Examples of cases where waiver will be considered may include personal injury, illness of an immediate family member or yourself, or death of a family member.

- You must complete the Financial Aid Termination Appeals Form and submit it to the Director of Financial Aid.
- A Financial Aid Team will review the appeal to determine whether or not termination of aid is justified. Written notification of the Team's decision will be sent to you.
- If you wish to appeal the decision of the Financial Aid Team, you may request a hearing with the Financial Aid Team for final determination.

Return of Title IV Funds:

The Higher Education Amendments of 1998 changed the formula for calculating the amount of financial aid funds that may be retained when you totally withdraw from all classes. If you are receiving Title IV funds, i.e., Pell Grant, SEOG, ACG, and officially withdraw from all classes before the 60% point of the

semester, SPCC will recalculate your eligibility for financial aid based on the percent of the semester completed.

For example, if you withdraw after having completed only 30% of the semester, you will have "earned" only 30% of any Title IV funds received. The remaining 70% must be returned. The Financial Aid Office will notify you in writing of any and all unearned aid that is due and payable by you.

Financial aid recipients still enrolled after the 60% point of the semester will have "earned" 100% of the federal financial aid awarded.

VETERANS BENEFITS

Qualified veterans, wives, and children of deceased veterans may be admitted and approved to receive educational benefits, providing they meet requirements established by the Veterans Administration. To qualify, you must:

- Have a high school diploma or GED.
- Be enrolled in a specific curriculum program.

Certain other requirements may also apply. All previous college coursework must be received and evaluated by the Registrar. All admission requirements must be met before the enrollment certification can be sent to the Veterans Administration. Not all courses are approved for VA educational benefits. Distance learning courses must be required courses within the veteran's major to qualify for educational benefits. Contact the Financial Aid Office for a list of programs or classes that are eligible.

NOTE: Test-outs, independent studies, and audits are not eligible for VA benefits. Classes of 8-weeks, 12-weeks, or any other schedule deviation from the 16-week classes may be subject to a pro-rating of monthly benefits from the VA.

The College is approved for the training of veterans under Public Law 16 of the 78th Congress and under Public Law 550 of the 82nd Congress, and Chapter 34, Title 38, United States Code. For more information, contact the Financial Aid Office at 704-272-5325.

Satisfactory Progress for Veterans:

A veteran enrolled at South Piedmont Community College is required to make satisfactory academic progress. The measure of academic progress for veterans is the same as for students receiving other forms of financial aid. The required cumulative grade point average (GPA) is 2.0 on all attempted work.

Each semester (if you are receiving VA education benefits) your cumulative grade point average (GPA) is calculated. You must achieve a minimum GPA of 2.0. Failure to do so will result in a semester of intervention. During this semester of intervention:

- You must work to raise your GPA to 2.0.
- Your VA education benefits continue.

At the end of one semester of intervention, if you have not achieved a satisfactory GPA, you will be placed on probation for one semester. During your probationary semester:

- You are required to complete all registered courses with a "C" or better.
- Your VA education benefits continue.

If this requirement is met during the semester of probation, and all semesters thereafter, you will continue probation until you achieve a 2.0 GPA or higher, at which time, you return to good academic standing.

If, at the end of the probationary semester, you have not completed all of your registered courses with a "C" or better, your VA education benefits will end. You will then be required to pay for your tuition and books until you meet the cumulative GPA of 2.0. You may appeal this decision if you have had mitigating circumstances and can show documentation to support your claim; however, you may or may not be reinstated for VA educational benefits. The College's decision is final.

STUDENT SUPPORT SERVICES

The mission of the Student Success Division is to provide systematic support services to help you reach your educational and career goals. These services support the instructional programs and are in keeping with and complement the philosophy of South Piedmont Community College.

Counseling

The College provides counseling services to help you succeed in your educational program. Counselors can also help you with more personal problems that might affect your progress. Requests for these services can be made at the Student Success Office. NOTE: Personal counseling may be referred to local mental health facilities based on the intensity of the student's needs.

Services for Students with Disabilities

SPCC recognizes its responsibility under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA) to provide equal access to education for students with disabilities. Support services are available to individuals with learning, hearing, visual, and other health impairments. Brochures containing self-referral forms are available to all applicants and students. Note the following:

- Applicants or students who feel that they need accommodations due to a disability should contact the Disability Services Provider in the counseling office at South Piedmont Community College.
- Applicants or students must provide official, supporting documentation describing the disability. This documentation must be from an authorized professional(s). Federal regulations obligate the applicant or student to provide information on identifying appropriate and effective auxiliary aids. This documentation is held confidential for five (5) years after enrollment and will be destroyed after that time. To renew accommodations after the five (5) year period, new documentation must be provided. Documentation for learning disabilities should be no more than three (3) years old. Documentation provided for any disability must indicate the applicant's or student's current level of functioning.
- Students who have identified themselves as having disability may request accommodations from the Disability Services Provider. New students should make such requests at least 30 days prior to the beginning of their first term of enrollment. Early communication of special needs provides the time needed to arrange for services and/or the procurement of equipment that the student may need.
- Each request will be evaluated by the Disability Services Provider, who will recommend reasonable accommodations to faculty.
- Students will be responsible for delivering accommodation information to each faculty member for discussion of how accommodations will be provided in each class.
- Students who do not feel that they are receiving agreed-upon accommodations should see the Disability Services Provider for clarification.
- Applicants or students who are not satisfied with the accommodations that they are receiving from the College should see the Vice President of Student Success.

Reasonable Accommodations: The following are considered reasonable accommodations to be made for students with disabilities:

- The process must be an interactive one involving "a reasonable reciprocal effort" on the part of both parties.
- The College may not make a unilateral decision regarding the existence of a disability or the accommodation that is necessary.
- What is "reasonable" involves a detailed analysis of the specific circumstances of the case in question. Broad generalizations are not acceptable. An "individualized assessment" of the student's situation must be conducted.

- The College is not required to provide specifically what the student requests. An alternative accommodation may be provided if it is effective.
- The College does not have to provide accommodations that are not effective. The College has a right to refuse to provide auxiliary aids and services that do not, in fact, provide equal access.
- The College must be given a reasonable amount of time to evaluate requests and to offer necessary accommodations.
- Determining what is reasonable requires one to balance two important rights: the student's rights to be provided equal access and the College's right to protect the integrity of its services and programs.

SPCC Career Development Services

Career Development Services provides comprehensive career exploration and preparation services to students, alumni, and the general community. Individual career counseling, informative career development workshops, and access to career libraries and computers on both campuses are all included in this valuable set of services. A variety of interest, aptitude, and personality assessments is available. Along with supportive counseling, these assessments can provide helpful guidance for making well-informed career decisions. Information about the area job market, educational programs, financial assistance, and other special programs is also available. Career Development Services on both campuses maintain updated libraries with books and resources focusing on career exploration and personal development. Effective resume writing, job searching, networking, and interviewing skills can all be learned through Career Development Services, individually and through regularly offered workshops.

SPCC counselors and the area Employment Security Commission JobLink Centers work together to assist students, alumni, and area residents in gaining employment. As part of that effort, SPCC joins with the Employment Security Commission JobLink Centers, the Department of Social Services, and other local service agencies, in hosting an annual career fair that brings job seekers and local employers together. All SPCC students, alumni, and the general community are encouraged to utilize the Career Development Services as much as necessary to ultimately achieve career goals and aspirations.

College Days and Transfer Information

During the fall semester, SPCC hosts a College Day for students, alumni, employers, and community residents who wish to obtain their bachelor's degree. Representatives from four-year colleges and universities attend this important event. College materials (catalogs and admissions applications) and transfer information are available in Career Development Services. SPCC counselors can answer questions about the transfer process.

Voter Registration

Students and employees who have not registered to vote may register in the Student Success Office at either the L. L. Polk campus or Old Charlotte Highway campus. Students and employees may register throughout the semester; however, the deadline to register in order to participate in an election year is twenty-five (25) days prior to the Election Day. Any individual with a disability who needs help completing the voter registration form should ask for assistance from a Student Success staff member.

Student Orientation

All new students are required to complete the online orientation located at www.spcc.edu. The purpose of the orientation is to acquaint you with the campus, academic services, and student support services, as well as to discuss policies and regulations of South Piedmont Community College. The online orientation will provide you with information concerning:

- Campus regulations and policies
- Financial aid
- College support services, i.e., counseling, career services, disability services, tutoring services
- Academic policies to include drop/add, withdrawal, and change of program procedures
- Library services
- Student activities

Services to Continuing Education Students

The following support services are available to continuing education students:

- Curriculum admission and program information
- Placement testing
- Personal counseling
- Reasonable accommodations for students with disabilities
- Career guidance through assessments, inventories, and resume tools
- College IDs for students requiring off-site program identification

Academic Support Labs/Tutoring

Academic Support Labs are available at both the L. L. Polk campus and the Old Charlotte Highway campus to assist you in strengthening your academic skills. Students are directed to these labs through faculty referrals.

Tutoring is available to students needing help in a specific course of study. Tutors provide individual and/or group help to build stronger understanding of course material outside of regularly scheduled classes. If a tutor is desired, contact the Academic Support Lab.

Developmental Education Courses

Students placing into developmental education courses as determined by the College Placement Test (CPT) are required to take these courses first, prior to any other curriculum courses (exceptions may exist). Required developmental education courses include English, reading, math, and computers. These courses are instrumental in building the foundation for the curriculum-level courses.

Library Services

SPCC has libraries in two locations: The Horne Library at the L. L. Polk campus in Polkton and the Carpenter Library at the Old Charlotte Highway campus in Monroe.

Services to Students: Each library has computers, laptops, and printers available for student use. Wireless access is also available. The library staff is happy to assist you and provide a wide variety of services such as assistance with using the computers, formatting papers, searching the Internet, and answering your research questions. Librarians also provide a variety of workshops including Informational Literacy classroom instructions that will help you find appropriate sources for assignments. Library orientations on how to use the library's resources are provided at the beginning of the fall and spring semesters. Students coming to campus or attending online can find a variety of tutorials, links to resources, library orientation, and other helpful information by going to SPCC's website and clicking on "Libraries."

Library Resources: You have access to over 25,000 items in the libraries. Resources include books, magazines, newspapers, videotapes, and DVDs. The libraries also offer several online databases including NC Live. NC Live offers over 60 databases, 25,000 electronic books, and over 500 audiobooks to meet your needs whether you are on campus or at home online.

Library Card: The SPCC College ID also serves as your library card. Every student should have a current College ID, which is obtained in the Student Success Division. Once you obtain an ID, it should be brought to the library so your library account can be created and library materials can then be checked out

Technology

Students at SPCC utilize many different technologies in their studies. Moodle, TaskStream, go.spcc.edu, and Gmail are the main technologies required. The better you, as a student, understand the functions of each system and how to use them, the more successful you can be.

Moodle is a course management system used by all of SPCC's curriculum online, blended, and web-enhanced courses. It stands for Modular Object-Oriented Dynamic Learning Environment. To get to SPCC's Moodle site, go to <http://online.spcc.edu>.

TaskStream is a web-based system for electronic portfolios, academic assessment, and reporting. Tools are on-demand and students interact with TaskStream via the Internet to access tools, resources, workspaces, and their own files whenever or wherever. To get to TaskStream, go to <http://www.taskstream.com>.

SPCC students have access to online registration, grades, advising, financial aid, class schedules, college updates, and more. To get to this website, go to <http://go.spcc.edu> to sign in.

Gmail allows access to email accounts and Google applications for use at SPCC. These accounts are provided to you free and are available in accordance with our Google agreement. To access Gmail, go to <http://partnerpage.google.com/students.spcc.edu>. Your new email address will be username@students.spcc.edu.

Student Government Association

The purpose of the Student Government Association (SGA) is to enhance the College through the representation of the student body in matters affecting student life. Moreover, the SGA promotes and supervises student organizations and activities in order to enhance educational, personal, social, and cultural growth for all South Piedmont Community College students. All enrolled full-time and part-time students who pay the student activity fee are members of the SPCC SGA.

The SGA Executive Board consists of six (6) members who are elected annually. The Executive Board along with the SGA Senate serve to provide leadership and coordination for all student-sponsored activities and events at SPCC. The SGA Senate is comprised of two (2) delegates from each of the academic programs. Delegates are selected by academic program advisors and serve a term of one year. Delegates serve on committees to organize and conduct activities throughout the year and to provide a vital communication link to all of the students at SPCC.

Clubs and Organizations

Active student clubs and organizations are the cornerstone of quality student life programs and events. Clubs allow students to fellowship with others with like interests and benefit from the diversity and talent within each club. SPCC sponsors clubs for students. Most are program-related, but there are general interest organizations such as Campus Crusade for Christ, Extreme Players Club, and Japanese Culture Club. A complete list of clubs and organizations is available on the SPCC website, www.spcc.edu. Click on Future Students, Student Life, Student Clubs and Organizations.

College IDs

SPCC curriculum students should obtain a College ID free of charge at either the L. L. Polk campus or the Old Charlotte Highway campus. You must present an official registration form to Student Success prior to receiving the ID. Your SPCC College ID will also serve as your library card.

Class Rings

SPCC class rings are available to all students. Students wishing to purchase rings should check with the Student Success Office to find out when to order. A ring sales representative will be available during specific times that will be announced in advance.

Health Services and First Aid

SPCC recognizes the correlation of health and academic productivity. Health information is provided that addresses the health and well being of individuals. SPCC's student activities provide on-campus health services opportunities to students, alumni, and employees through local community outreach programs at SPCC events.

Emergency First Aid kits are maintained throughout the campuses of SPCC. Injuries requiring more than minor first aid will be referred to local physicians. In case of an emergency, a physician and/or ambulance service may be called at your expense to provide necessary medical services.

Drugs and Alcohol Policy

South Piedmont Community College, through its policies and programs, is dedicated to providing an atmosphere that encourages:

- The reinforcement of a positive, drug-free lifestyle.
- Respect for laws and rules prohibiting the use of illegal drugs and the abuse of alcohol.
- An understanding of the effects of drugs and alcohol on personal health and safety.

It is the policy of SPCC that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol, is prohibited while in the workplace, at any official function sponsored by the College, on all college premises, or as part of any college-sponsored activities (except in those college facilities approved for renting to the public for functions and where the distribution and use of alcohol have been approved for the rented facility). Any employee or student violating this policy will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution. Refer to the current Student Handbook for more details.

Firearms or Other Dangerous Weapons Policy

South Piedmont Community College will provide a safe environment for students, faculty, staff, and visitors. Therefore, any unauthorized possession of a firearm or any other dangerous weapon, as defined in the North Carolina General Statutes 14-269.2, will result in the following actions:

- The College will file charges under North Carolina General Statutes 14-269.2.
- Any student who violates this provision will be expelled from the College for a period of not less than one year.
- Violation of this provision by any employee will be considered a breach of the terms and conditions of employment.
- Action will follow in accordance with the College's personnel or student due process procedures.

Authorized possession of any firearm or dangerous weapon is restricted to recognized law enforcement officers.

Student Conduct

Students at SPCC are expected to conduct themselves as adults in accordance with generally accepted standards of behavior and decency at all times. Student rights, responsibilities, and procedures are outlined in the current Student Handbook, which can be obtained from the Student Success Office and online at www.spcc.edu. Any student subject to dismissal from SPCC for disciplinary reasons is entitled to due process, including the right of appeal as outlined in the Student Handbook.

Inclement Weather

SPCC will follow the closings of Union County and/or Anson County Public Schools. The College (all campuses/sites) will be closed or open depending upon the announcements of the county schools. If the county schools open late, SPCC will open on time.

Students, staff, and faculty should use care and caution in traveling to and from campus during periods of inclement weather.

SPCC administration will announce closings via television stations and the SPCC website, www.spcc.edu. The same schedule of notices will apply with any other emergency situations that may occur. Television stations that will carry announcements of closings are WBTV (3) Charlotte and WSOC (9) Charlotte.

Children on Campus

South Piedmont Community College, as an adult educational institution, does not maintain child care facilities on campus and is not equipped or authorized to maintain such facilities. Therefore, students, faculty, and staff of the College may not bring children to class, to work, or leave children unattended on campus. The College assumes no responsibility for supervision of children. Students, visitors, and employees who fail to comply with this policy may be asked to leave the campus.

Tobacco Policy

Smoking and the use of other tobacco products are prohibited in all South Piedmont Community College facilities and vehicles. Smokers are required to use designated smoking areas outside each building where smoker stations are provided.

Campus Housing

SPCC does not have dormitory facilities. The Student Success Office may assist in obtaining information about area rentals when available.

ACADEMIC INFORMATION

South Piedmont Community College operates on the semester system. The fall and spring semesters are each sixteen (16) weeks and may include two or more shorter sessions. The summer session is eight (8) weeks and may contain two shorter four-week sessions.

Student Classification

- Full-time curriculum students are enrolled in 12 or more semester hours of credit.
- Part-time curriculum students are enrolled with fewer than 12 semester hours of credit.
- Special credit students are enrolled in individual credit courses but not working toward graduation.

Academic Credit Hours

Semester hours are awarded as follows:

- One semester hour of credit for each hour per week of class lecture
- One semester hour of credit for each two or three hours per week of laboratory or shop
- One semester hour of credit for each three hours per week of clinical
- One semester hour of credit for each ten hours per week of cooperative work experience

Student Course Load

You must carry 12 semester hours to be considered a full-time student. Permission from a division/department chair or the dean in the Educational Programs Division must be obtained to schedule more than 20 credit hours in one semester.

Your decision about the best course load for you in fall or spring semesters or summer term depends on the amount of time you have to complete your academic work in addition to your other responsibilities. College coursework requires more of you than just the time to attend class. You need to allow time for reading, studying, assignments, research, projects, etc. Plan to devote two (2) to three (3) hours outside of class for every hour that the course meets. For example, if the course is a three (3) contact hour course (meets three (3) hours per week), plan to devote six (6) to nine (9) hours outside the classroom.

Distance Learning

Distance learning delivery systems at SPCC include online courses, blended courses, web-enhanced courses, and interactive television courses.

Online (Internet) courses are taught via the Internet which gives you the flexibility of accessing course information, submitting assignments, and participating in course discussions at a time and place that is convenient to your schedule. All online courses have schedules and due dates that you will have to meet in order to be successful. Online courses are offered as part of the College's regularly scheduled classes; that is, they have published start and end dates. Courses conducted totally online have "IN" section numbers.

Blended courses combine online learning with required, scheduled, face-to-face instructional time. The usual division is half of the course instruction is conducted online and half is in the classroom. The online portion replaces classroom instructional time with activities and assessments that are done online. You must attend all scheduled classes just as you would any other traditional college course. Blended courses have "B" section numbers.

Web-Enhanced courses are regular, face-to-face classroom courses that use an online coursesite to supplement instruction. Instructors will post the course syllabus there along with other course materials. They may use the online gradebook to help keep you up-to-date on your grades. Or, they may require you to submit assignments electronically in your course's online site. Some others may do all course testing on the coursesite. All of SPCC's seated courses are now web-enhanced. You will be required to submit at least one assignment by going to the course's online site. Web-enhanced courses have "W" section numbers.

SPCC uses the Moodle course management system for online learning. To access **Moodle**, go to <http://online.spcc.edu>. Your username and password are automatically created for you. Usernames are the first initial of your first name, the first three letters of your last name, and the last four digits of your SPCC student ID number. (Your student ID number can be found under your name at the top left corner of your registration form.) Your initial temporary password is "changeme." For example, John Q. Public (student ID 1234567) would log in:

Username: jpub4567

Password: changeme

You will be required to change your password the first time you log into Moodle. Your new password must be at least eight (8) characters long and include at least one (1) capital letter and at least one (1) number.

Interactive Television (ITV) courses have two-way interactive video technology that connects teaching locations among SPCC campuses and throughout the state. ITV enables the course instructor and students in the classroom at one location to see, hear, and talk to students in comparably equipped classrooms at other locations. There are ITV classrooms on the L. L. Polk campus in Polkton, the Old Charlotte Highway campus in Monroe, and the Lockhart-Taylor Center in Wadesboro. These courses are taught by SPCC instructors and have "ITV" section numbers.

Registration for distance learning courses is handled in the same way as traditional course registration. Credit hours earned for taking these courses are the same as those earned for taking the same courses in a traditional classroom setting. The cost for distance learning is the same as for traditionally scheduled courses. There is, however, a \$10 fee for online ("IN" sections) courses that use Moodle as the sole mode of delivery. There is a \$5 fee for blended ("B" sections) courses.

Students participating in distance learning courses must:

- Complete the College Placement Test (CPT).
- Complete or test out of prerequisites listed for the course in the College catalog.
- Possess the necessary skills and technical requirements needed to participate in distance learning courses.
- Complete all assigned coursework, discussions/chats, and assessments within the time constraints defined by the instructor.
- Access online and blended courses using the Internet on or before the last published access date. These dates are published on the College website, www.spcc.edu.

Distance learning is not for everyone. Although everyone might like the idea of not having to attend class, the flexible scheduling comes with extra demands. You must decide if you are a good candidate for a distance learning course. As a distance learning student, you need to be self-motivated and willing to work 12 to 15 hours every week on a course. You should be very disciplined and be able to create and adhere to a schedule of study, to read textbooks and articles, to do assignments, and to prepare for and take online tests.

Distance learning students must not only have access to the right equipment for the course but must know how to use it. When taking online and blended courses, you must have access to a computer and

a reliable Internet connection. Although computers on campus are connected to the Internet, you must not rely on campus computers as your sole means of accessing your courses.

Some courses will require specific versions of software packages, such as a Microsoft Word version prior to 2007. Many courses will require that you view PowerPoint presentations and/or create one as part of a course project. Your computer must be loaded with the required software, or you must have the ability to save your documents in a format that your instructor can open and read and that is agreed upon.

As a minimum, students using Moodle must be able to:

- Access and use their SPCC Gmail account
- Open and close a word processing program
- Enter and edit text
- Save a file to a hard drive or a flash drive
- Upload files from a hard drive or a flash drive
- Open existing documents
- Use passwords
- Protect against computer viruses
- Open and close a browser
- Navigate to different websites
- Create/find/use a bookmark or favorite

Faculty Advisors

Every curriculum student is assigned a faculty advisor. Your faculty advisor is available to you during his/her regularly scheduled office hours as well as by appointment. You have the responsibility for planning your program of study with the help of your faculty advisor. This involves (1) keeping up to date with College and division/department curriculum requirements, (2) keeping informed of academic deadlines and changes in academic policies, and (3) consulting with your faculty advisor at each pre-registration period and at other times as needed.

Catalog of Record

The catalog that is current when you enroll in the College is called the catalog of record. The program of study listed in your catalog of record outlines the requirements that must be met for graduation. When changes occur in a program of study, you may elect to move to the next catalog in which those changes are effective or continue in the current catalog. A request for change must be filed with appropriate personnel at the College. Any deviation from the catalog of record must receive written approval by the faculty advisor and his/her division/department chair.

If you have not attended South Piedmont Community College for at least one academic year, you must re-enter under the catalog in effect at the time of readmission.

Changing Curriculums

When you completed an application for admission to South Piedmont Community College, you selected or declared a program of study (a curriculum). To change this program of study or to add another program of study, you will be required to meet initially with your program advisor to discuss the change and the reasons behind it. If you are receiving financial aid, you will be required to speak with a financial aid representative as to the possible consequences resulting from a program change. Finally, you may meet with a Student Success counselor to confirm this choice and receive final consent. If you have been placed into Special Credit status by the Admissions Office due to not meeting all admissions criteria, you must meet all of those requirements before requesting a change. You may change your program only once per semester. Changing programs may result in loss of financial aid.

Student Records

South Piedmont Community College will comply with the Amendment to Public Law 93-380, (Privacy Rights of Parents and Students) which sets forth obligations for the maintenance and release of certain student information.

The following documents will be maintained as part of your institutional record for five (5) years and are subject to all state and federal regulations governing the safety and confidentiality of those records:

- Complete application
- Letter of acceptance
- Registration and change notices
- Veterans records
- Transcripts
- Registration forms
- Test records (when applicable)
- Statement of waiver by the student for release of records, which also contains a list of those persons to whom the records are accessible

South Piedmont Community College will use the above information for the sole purpose of assisting you in the attainment of educational goals at this institution. The information gathered as listed above may be shared with appropriate professional personnel of the institution for the accomplishment of this goal.

You have the right to request and be permitted, within the limitations of Public Law 93-380, to review the above listed records in the presence of either the Vice President of Student Success or a counselor. You must provide identification and complete a Request for Release of Information form. You will be allowed to view your records within 45 days of the request.

Destruction of Records

Disciplinary, college activity, and various other records are periodically destroyed. SPCC assumes no obligation to provide you the information contained in such records following their destruction. (This includes official, non-official, and faxed copies.)

Comprehensive Articulation Agreement

The Comprehensive Articulation Agreement, approved November 1996, between the State Board of Community Colleges and the Board of Governors of the University of North Carolina, allows for the transfer of Associate of Science and Associate of Arts degree program credits from each community college into each of the 16 public senior institutions of higher education and some private institutions. For more information regarding the transfer status of specific courses and curriculum, contact the senior institution.

Transcripts

You may request copies of your South Piedmont Community College transcripts by completing a transcript request form available in the Office of Student Records. You should allow time for processing and mailing.

Students are provided two (2) free transcripts of their academic coursework. Additional transcripts will cost \$2 each and will be mailed out within 48 hours of the request. Transcripts on demand can be obtained for a \$5 fee.

Academic Integrity

Students enrolled at South Piedmont Community College are responsible for upholding standards of academic integrity. An academic integrity violation includes cheating and plagiarism.

Cheating is an attempt to deceive the instructor in his/her effort to fairly evaluate an academic exercise. Cheating includes, but is not limited to, copying another student's homework, classwork, or required project (in part or in whole) and presenting it to the instructor as one's own work; or giving, receiving, offering, and/or soliciting information on a quiz, test, examination, or other academic exercise.

Plagiarism is the copying of any published work such as books, magazines, audiovisual programs, electronic media, and films or copying the theme or manuscript of another individual. It is plagiarism when one uses direct quotations without proper credit or when one uses the ideas of another without giving proper credit. When three or more consecutive words are borrowed, the borrowing should be recognized by the use of quotation marks and proper parenthetical and bibliographic notations. It is your responsibility to learn more about how to avoid academic dishonesty by referring to the current Student Handbook, enrolling in one of SPCC's Study Skills classes, or contacting library staff for help.

If upon investigation the instructor determines there is an academic integrity violation, you will be held accountable as stated below:

- The instructor will notify you in writing of the details of the academic integrity violation and that an "F" or "0" has been given for the assignment.
- The instructor will send your name along with detailed evidence and documentation of the violation to his/her division/department chair, the Dean of Educational Programs, and the Vice President of Student Success to be added to your permanent academic record.
- The Vice President of Student Success will notify the Dean of Educational Programs if there are previous documented offenses in your file. The Dean, in consultation with the division/department chair and the instructor, will determine the disciplinary action for the violation in accordance with the sanctions outlined in "Student Rights, Responsibilities, and Procedures" located in the current Student Handbook. Sanctions range from the minimum of a reprimand to a maximum of expulsion depending on the severity and number of violations.
- You may appeal the disciplinary action resulting from the academic integrity violation by submitting a letter addressed to the Student Appeals Team in care of the Vice President of Student Learning no later than five (5) days following notification of the disciplinary action. The Student Appeals Team will hold a hearing within ten (10) working days of the receipt of the appeal. The decision of the Student Appeals Team will be final.

Attendance Requirements

SPCC recognizes that you are an adult with many responsibilities. An occasional absence might be absolutely necessary. However, such absences in no way lessen your responsibility for meeting the requirements of the class.

Regular class attendance and punctuality are essential to student learning and the successful completion of a course. Absences are counted from the first official meeting of the class regardless of when you register for, or enter, the class. You will be considered absent from a class if you are not present at the time the instructor calls roll.

Missed classwork cannot be made up. Zeroes will be given for any graded assignments, including lab work, quizzes, tests, exams, activities, journals, etc., that are due on the day of an absence. At the instructor's discretion, extenuating circumstances MAY allow for exceptions to this rule. However, instructors are NOT required to accept extenuating excuses and exceptions to this rule should be rare. Refer to the current Student Handbook for more detailed information and your course syllabus.

Credit by Examination (Test Out)

You may request academic credit for a course by demonstrating the required level of proficiency for that course. Approval for a credit by examination or test out is at the discretion of the course instructor.

- Register and pay for the course as listed in the class schedule.
- Financial aid does not pay for credit by examination.
- You must speak with the instructor for the course concerning your desire to test out.
- The credit by examination must occur before the 10% point or census date for the course.
- No grade below "B" is acceptable.

The credit by examination may be attempted only once for each course. If a grade of "D," "F," or "I" has been received previously for the course, you are not eligible to take a credit by examination for that course. If you drop or withdraw from a course, you are not eligible to take a credit by examination for that course during that semester.

Independent Study

Independent study is a class offered without any regularly scheduled conventional classroom or lab sessions. Independent study classes are only used in extraordinary cases and when other alternatives, such as online, video conferencing, schedule modification, etc. are not available. Generally, independent study courses are used when you have an immediate need for a course in order to fulfill your graduation requirements. Independent study classes are rare and must have the approval of the division/department chair and the Dean of Educational Programs prior to the creation of the class.

Registration for the course should take place during regular semester registration. All independent study classes must be required or elective courses in your program of study. The classes are scheduled with the faculty member of the course. During the semester, the faculty member will meet with you face-to-face a minimum of 16 hours to discuss/assess your progress toward meeting the course learning outcomes and for conducting the course assessment processes. Course content, standards of progress, tuition and fee charges, and all other provisions heretofore presented will apply to independent study courses.

In addition to the above, the following requirements apply to students receiving Veterans benefits and/or financial aid:

- You must meet with the South Piedmont Community College Financial Aid Officer.
- You must meet face-to-face with the instructor a minimum of 16 hours during the semester.
- You must need the course in order to graduate on time.

Cooperative Education

Cooperative Education (Co-op) is a course that integrates classroom learning with practical work experience in a work setting related to your program of study. The objective of cooperative education is to expand your learning environment into the workplace, providing opportunities to observe and apply the skills and knowledge learned in the classroom. You will work under a structured learning plan and under the guidance of a designated supervisor at an approved worksite. Academic credit is given for the learning that takes place during the work period. You normally will be eligible to register for cooperative education as outlined in the curriculum map for your program of study. Your co-op faculty coordinator (your academic advisor) will help you plan for your co-op experience.

To be eligible to participate in a cooperative education course, you must meet the following minimum requirements:

- Be enrolled in a curriculum program at South Piedmont Community College
- Be within one or two semesters of degree completion

- Have and maintain a GPA of 2.0 or higher
- Have the approval of your co-op faculty coordinator and the Coordinator of Cooperative Education

In some cases, you may be permitted to use your current job for co-op. Such employment must meet all co-op criteria as determined by the Coordinator of Cooperative Education.

In the event your behavior is not consistent with sound work practices and/or safety essential to the cooperative education position, your co-op faculty coordinator, your on-site supervisor, or the Coordinator of Cooperative Education may remove you from the co-op site immediately. You would then be referred to the Vice President of Student Success for discussion of options.

Course Substitution

You may request to substitute an equal or higher-level course required in your program of study based on particular occupational goals. The exception is that substitutions are not allowed for a program's core courses. Core courses are listed under "Major Hours - Core Courses" in the Programs of Study section of this catalog. All substitutions must be approved in writing by your advisor, the division/department chair, and the Dean of Educational Programs.

No course substitutions will be accepted if you have not met SPCC's prerequisite and/or corequisite for the required course.

A maximum of five (5) courses may be credited for any associate degree through course substitution, three (3) courses for diploma, and one (1) for certificate.

Effective fall semester 2007, no course substitutions will be approved for CIS 110 and CIS 111 unless the North Carolina Community College System curriculum standard for your program allows for the substitution. Re-entering students must take ENG 111; no course substitutions for ENG 110 will be approved. All re-entering students will be strongly encouraged to retake the College Placement Test. Re-entering students must retake the CPT if scores are older than two (2) years.

Course Prerequisites

You must comply with regulations stipulating that courses may not be taken until all state and local prerequisites have been met.

Course Corequisites

A corequisite class is a class that must be taken simultaneously with another class. If you withdraw from a corequisite class, you must also withdraw from the class requiring the corequisite.

Course Withdrawal

South Piedmont Community College recognizes that from time to time it may be necessary for a student to withdraw from a course. You may withdraw from any course and receive a grade of "W" following the Drop period and through the 70% point of the semester. You must see a counselor and complete a "Withdrawal Form." This form must be signed by you and the counselor and be submitted to the Student Records Office.

Before you withdraw from a course, you should be aware that course withdrawals:

- May affect your financial aid status.
- May affect your transfer grade point average.
- May affect your anticipated graduation date.

After the 70% point of the semester, if you must withdraw from one or more classes, the Vice President of Student Success may grant an **administrative withdrawal**. To petition for an administrative withdrawal after the 70% point of the semester, you must:

- Get an administrative withdrawal request form from the Student Success Office.
- Provide compelling and sufficient written documentation of the circumstances creating the need to withdraw.
- Submit the completed request form along with documentation at least two (2) weeks before the end of classes for the semester in question.

In cases where the Vice President of Student Success formally approves the withdrawal, a grade of “W” will be assigned.

Students who withdraw through the 60% point of the term and who are receiving federal financial aid (Title IV) are required to repay funds for which they are not eligible due to withdrawal.

NOTE: If the course you wish to take has a prerequisite or a corequisite, you are required to meet those course requirements. All prerequisites must have been satisfactorily completed before registering for the course. When withdrawing from a course with a corequisite, both the corequisite and the course requiring the corequisite must be withdrawn.

Course Repeat

In an effort to earn a higher grade and/or to enhance mastery of course content, you may repeat any curriculum course. You may not enroll in the same course more than three (3) times without approval of the appropriate division/department chair, dean, and/or vice president.

Although all grades will appear on your transcript, only the highest grade will be counted toward the cumulative grade point average (GPA) at South Piedmont Community College.

The University of North Carolina System and other colleges and universities require that you earn a grade of “C” or better in each transfer course completed. If you are planning to transfer, you should realize that receiving institutions do not have consistent policies regarding coursework that is repeated and may re-compute grade point averages to include the grade(s) originally assigned.

Certain regulations may prohibit veterans and other financial aid recipients from receiving educational benefits while repeating a course. It is your responsibility to determine your status in regard to veterans benefits and financial aid.

If you have been dismissed from (or have dropped out of) a program that requires specific admissions, (i.e., curriculum and continuing education health programs, BLET, etc.) you will not be permitted to repeat any course in that particular program without being officially accepted into that program.

Grade Forgiveness

Any returning student who has not attended South Piedmont Community College for five (5) years and upon re-enrolling maintains a 2.0 GPA for a minimum of 12 semester hours may petition to have grades on all prior coursework more than five (5) years old with a grade of less than “C” excluded in calculating the cumulative GPA.

- These credits must not be required to satisfy any previous degree requirements.
- Only prior courses with grades below a “C” are eligible for grade forgiveness.
- You must complete a grade forgiveness form that can be obtained from the Registrar’s Office.
- Only one grade forgiveness request will be accepted. If the request is approved, the record of the earlier coursework remains on your transcript but is not calculated in the cumulative grade point average.

- For instances in which grade forgiveness is granted for courses completed at South Piedmont Community College and then transferred to another college or university, the receiving institution may choose to disregard those course grades. Other colleges or universities may elect to include the grades forgiven in computing your grade point average (GPA).

Grades

The evaluation of your coursework will be reflected in a final letter grade assigned by your instructor at the end of each semester or term. Grades will be posted in WebAdvisor. The 4.0 quality point system is used to calculate your quality point averages. Quality points are the numerical equivalents of the letter grades and are used to determine academic honors. The letter grades used are:

Grade	Rating	Quality Points (per credit hour)
A	Excellent	4
B	Good	3
C	Average	2
D	Below Average	1
F	Failure	0
I*	Incomplete	0
W*	Withdrawal	0
WP*	Withdrawal Passing	0
WF	Withdrawal Failing	0
AU*	Audit	0
T*	Transfer	0

*These grades do not affect GPA.

Grade Point Average (GPA)

GPA is a calculation of your credits earned and grades received. The grade point average is calculated by dividing the total number of quality points earned by the total number of semester hours attempted. The hours for a grade of "WF" are computed when calculating GPA. A minimum GPA of 2.0 in your program of study and overall is necessary to meet grade requirements for graduation.

Academic Evaluations

Your academic evaluation identifies the course requirements for your program, indicates which of these courses you have completed, and reflects your program of study GPA (courses, grades, and quality points included in the program). You may obtain an academic evaluation from your advisor, from the Advising Center, or through WebAdvisor.

Academic Honors

If you are enrolled in a curriculum program leading to a degree, a diploma, or a certificate, you are eligible for the Academic Honors lists. Special credit students are not eligible for academic honors. Students who earn grades of "D," "F," "I," or "W" for the semester are also not eligible.

- Dean's List:** Students enrolled for a minimum of 12 semester hours in a given term in an approved curriculum and earn a 3.5 GPA or higher (but less than a 4.0 GPA) will be placed on the Dean's List. Only courses at or above the 100 level are considered in calculating eligibility for academic honor.

Students are not eligible for consideration who have earned a grade of "D," "F," "I," or "W" for the semester. Your registered course load cannot have included any repeated (coursework previously attempted) or developmental education courses.

- **President's List:** Students enrolled for a minimum of 12 semester hours in a given term in an approved curriculum and earn a 4.0 GPA will be placed on the President's List. Only courses at or above the 100 level will be considered in calculating eligibility for academic honor. Students are not eligible for consideration who have earned a grade of "D," "F," "I," or "W" for the semester. Student's registered course load cannot have included any repeated (coursework previously attempted) or developmental education courses. Your registered course load cannot have included any repeated (coursework previously attempted) or developmental education courses.

Course Auditing

If you wish to attend classes regularly but do not want to take examinations or receive credit, you may register as an auditor. A record of classes attended will be maintained. No credit is awarded for such courses and cannot be granted at a later date. A grade of "AU" will be assigned. Enrollment in a course for credit cannot be changed to audit after the Drop/Add period. The participation of auditors in class discussions or examinations is optional with the instructor. You are expected to pay regular tuition and fees for audited courses. Federal regulations will not allow you to receive financial aid for courses being audited.

Incompletes

An instructor may assign a grade of "I" if you are unable to complete all the requirements of a course subject to the following conditions:

- You have regularly attended class.
- You have completed 75 percent of the course material with a passing average prior to assignment of the "I."
- Circumstances beyond your control interfere with your ability to complete the course by the last day of the semester or term.
- There is reasonable expectation that you can complete the remaining work by the last day of classes of the following semester or term.

"I" grades cannot be awarded to you if you do not attend class, do not complete work, withdraw from the course, or request an "I" to avoid receiving a failing grade.

If you meet the conditions above and seek an incomplete in a course, you should discuss the appropriateness of an incomplete grade with your instructor. Incompletes must have approval of both the instructor and the division/department chair. The incomplete grade becomes a contract between the instructor and you. If the work is not completed by the instructor's required completion date or by the last day of classes of the following term, the "I" is automatically converted to an "F." You should refer to the current Student Handbook for more details.

Appeal of Course Grade

Any student alleging that an instructor has unfairly assigned a final grade may use these procedures in seeking corrective action:

- Consult with the instructor issuing the grade within five (5) working days after the end of each semester or term. Grades are posted in WebAdvisor.
- If, after consultation with the instructor, the complaint is not resolved to your satisfaction, you should, within five (5) working days, consult the chair of the division/department in which the instructor taught the course for which the questioned grade was issued. If the instructor is a department chair, this

step should be directed to the Dean of Educational Programs.

- Should the matter remain unresolved after conferring with the division/department chair, you may file a formal appeal of the grade. The appeal must be made in writing within five (5) working days after the conference. This appeal letter should be addressed to the Student Appeals Team and submitted to the Vice President of Student Learning. The letter must list the (1) course number, title, section, and time scheduled; (2) instructor; (3) grade issued; (4) error charged by the student; (5) date and time of consultation with the instructor; and (6) any corrective action being requested.
- Upon receipt of the written appeal, the Student Appeals Team will hold a hearing within ten (10) working days of the receipt of the written appeal. You and the instructor will be notified of the date, time, and location of the hearing. You and the instructor may present pertinent information and evidence. The Student Appeals Team will render a decision on the appeal within five (5) working days after the hearing. The decision of the Student Appeals Team is final.

Probation Policy

The Vice President of Student Success reviews students' academic progress each semester. The first semester you have a grade point average below the minimum of 2.0 required for the cumulative hours attempted for your current major, you will be placed on **academic intervention** and will be required to take ACA 090 (Study Skills) as one of your classes. Academic intervention will not limit the number of hours you may take during that semester. You will have one semester to meet the required grade point average for your current major. Failure to do so will result in being placed on **academic probation**. During the academic probation period, your hours will be limited.

Failure to attain the required 2.0 grade point average during the probationary semester will result in one or more of the following:

- Another semester of probation
- Limited academic course load and counseling
- Loss of financial aid
- Loss of VA educational benefits
- Academic suspension for a semester or more
- Other as defined by the Vice President of Student Success

Students suspended for academic reasons will automatically be on probation for their first returning semester.

Appeal of Probation: You may appeal the decision of the Vice President of Student Success by notifying the President no later than five (5) days following the notification of probationary status. The President's decision is final.

Requirements for Graduation

South Piedmont Community College ensures all graduates of its degree and diploma programs have achieved competence in English, reading, mathematics, and computer skills by placing out of or successfully completing courses at the ENG 090, RED 090, MAT 070, and CIS 070 levels.

In order to receive a degree, diploma, or certificate, you must complete a Graduation Application form. The Graduation Application form is available in the Student Success Office at either campus or on the SPCC website. The following minimum requirements apply for graduation. Some departments may have additional requirements applicable only to that department.

- Have a 2.0 GPA (grade point average) in your major and an overall 2.0 GPA.
- Met all CPT requirements.

- Completed all required courses in your program of study.
- Satisfied all division or departmental requirements.
- Returned all property of the College, i.e., library books, videos, tapes, etc.
- Paid all fees due to the College.
- Paid graduation fee.
- Ordered cap and gown.
- Met residency requirements. Students transferring credit must have earned one-quarter (25%) of the hours required in the program (excluding general education courses) at South Piedmont Community College.

Presence at graduation is a requirement. When attendance is impossible, you may petition, in writing, to the Vice President of Student Success for permission to graduate in absentia.

Graduation exercises will be conducted at the end of spring semester for students who will complete all coursework by the end of summer term. This includes courses taken at other colleges during the summer term. Upon completion of courses taken at other colleges during the summer term, you must submit official transcripts to the SPCC Records Office, PO Box 126, Polkton, NC 28135, for immediate evaluation. You will not receive your degree or diploma until your official transcripts have been received and evaluated by the SPCC Registrar.

SPCC Graduation / Persistence Rates

Information regarding the persistence rates relative to degree completion of students at South Piedmont Community College is available upon request from the College and Community Relations Office.

Honor Graduates

If you will receive an associate degree and have a grade point average of 3.5 or higher in your major, you will be listed as an honor graduate on the graduation program. Honors will be noted on your degree.

Honor graduates must have completed at least one-half (50%) of the credit hours required for a degree from South Piedmont Community College.

PROGRAMS OF STUDY

The Student Learning Division of South Piedmont Community College offers programs of study in a wide range of college transfer and career areas. These programs of study lead to a certificate, a diploma, or an associate degree.

Most courses are offered on a 16-week semester basis or 80 school days. Courses may be offered as 12-week or 8-week sessions. Courses are offered during the day, at night, on weekends, and as distance learning. Not all programs offer courses at all of these times or as distance learning options.

South Piedmont Community College ensures all graduates of its degree and diploma programs have achieved competence in English, reading, mathematics, and computer skills by placing out of or successfully completing courses at the ENG 090, RED 090, MAT 070, and CIS 070 levels.

College Transfer

College Transfer programs are designed to parallel the freshman and sophomore years of a four-year college or university. During the first two years of college, students take a program of general education coursework in the areas of English composition, humanities and fine arts, social and behavioral sciences, and natural sciences and mathematics. These general education courses will enable students to gain a well-rounded education before going on to a four-year college or university.

College Transfer students may work toward an Associate in Arts (A.A.) or an Associate in Science (A.S.) degree. Students may attend classes full time or part time during the day, evening, or online.

During the first semester, students are assigned an advisor who will help select appropriate courses. All courses are approved by the State's Transfer Advisory Committee and will meet general education requirements in all schools in the University of North Carolina system. Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

Community College graduates who have earned 64 semester hours of academic credit in approved transfer courses with a grade of "C" or better in each course and an overall GPA of at least 2.0 on a 4.0 scale will receive at least 64 semester hours of academic credit upon admission to a university. Courses offered through bilateral agreements may not transfer to all receiving institutions.

Associate in Arts Degree

(A10100)

The Associate in Arts degree is recommended for students who plan to transfer to four-year colleges or universities to pursue the Bachelor of Arts degree.

GENERAL EDUCATION CORE44 SHC

The General Education core includes study in the areas of English composition, humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Upon completion of the **General Education Core** with a grade of "C" or higher in each course, you may be awarded a diploma in Associate in Arts.

English Composition (6 SHC)

- ENG 111 Expository Writing
- ENG 113 Literature-Based Research

Humanities/Fine Arts (12 SHC)

- Communication (Choose one course: COM 110, COM 120, or COM 140)
- Literature (Choose at least one course: ENG 231, ENG 232, ENG 233, or ENG 243)
- Choose one course from the following list:
 - Art (ART 111, ART 114, ART 115)
 - Drama (DRA 122)
 - Foreign Languages (SPA 111)
 - Interdisciplinary Humanities (HUM 120, HUM 130)
 - Music (MUS 110)
 - Philosophy (PHI 240)
 - Religion (REL 110, REL 211, REL 212, REL 221)
- Choose one course from the following list:
 - Art (ART 111, ART 114, ART 115)
 - Drama (DRA 122)
 - Foreign Languages (SPA 111, SPA 112)
 - Interdisciplinary Humanities (HUM 120, HUM 130)
 - Literature (ENG 231, ENG 232, ENG 233, ENG 243)
 - Music (MUS 110)
 - Philosophy (PHI 240)
 - Religion (REL 110, REL 211, REL 212, REL 221)

Social/Behavioral Sciences (12 SHC)

- History (Choose one course: HIS 111, HIS 112, HIS 131, or HIS 132)
- Psychology (PSY 150)
- Geography (GEO 111) or Sociology (SOC 210)
- Choose one course from the following list:
 - History (HIS 112)
 - Psychology (PSY 241 or PSY 281)
 - Sociology (SOC 220)

Natural Sciences/Mathematics (14 SHC)

- Natural Sciences (8 SHC) Choose one sequence from the following:
 - Biology (BIO 111 and BIO 112)
 - Chemistry (CHM 131/CHM 131A and CHM 132)
 - Chemistry (CHM 151 and CHM 152)
 - Physics (PHY 151 and PHY 152)
- Mathematics (6 SHC):
 - CIS 110
 - MAT 140 or MAT 171

OTHER REQUIRED HOURS 20-21 SHC

Required Courses (8 SHC)

- ACA 122
- COM 231
- HUM 220
- MAT 140A or MAT 171A

Choose a minimum of 12-13 additional hours from the General Education courses listed above or from the elective and/or pre-major courses listed below:

- ACC 120, ACC 121
- ART 121, ART 122, ART 130, ART 140, ART 281
- BIO 163, BIO 165, BIO 166, BIO 250, BIO 271, BIO 275
- BUS 110, BUS 115, BUS 137
- CIS 115
- CJC 111, CJC 121, CJC 141
- ECO 252
- EDU 144, EDU 145, EDU 146
- ENG 125, ENG 133, ENG 235

- HIS 145, HIS 221, HIS 236
- MAT 141, MAT 141A, MAT 142, MAT142A, MAT 151, MAT 151A, MAT 172, MAT 172A, MAT 271, MAT 272, MAT 273, MAT 280, MAT 285
- PHY 110, PHY 110A
- POL 120
- PSY 231, PSY 243, PSY 246

TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM 64-65 SHC

Associate in Arts Pre-Major Elementary Education Degree (A1010R)

The Associate in Arts degree Elementary Education is recommended for students who plan to transfer to four-year colleges or universities to pursue the Bachelor of Arts degree in Elementary Education.

GENERAL EDUCATION CORE44 SHC

English Composition (6 SHC)

- ENG 111 Expository Writing
- ENG 113 Literature-Based Research

Humanities/Fine Arts (12 SHC)

- Communication (COM 231)
- Literature (Choose at least one course: ENG 231, ENG 232, or ENG 233)
- Choose one course from the following list:
 - Art (ART 111, ART 114, ART 115)
 - Music (MUS 110)
- Choose one course from the following list:
 - Art (ART 111, ART 114, ART 115)
 - Drama (DRA 122)
 - Foreign Languages (SPA 111)
 - Interdisciplinary Humanities (HUM 120, HUM 130)
 - Music (MUS 110)
 - Philosophy (PHI 240)
 - Religion (REL 110, REL 211, REL 212, REL 221)

Social/Behavioral Sciences (12 SHC)

- History (HIS 111 or HIS 112)
- Psychology (PSY 150)
- Sociology (SOC 210)
- Choose one course from the following list:
 - History (HIS 112)
 - Psychology (PSY 241 or PSY 281)
 - Sociology (SOC 220)

Natural Sciences/Mathematics (14 SHC)

- Natural Sciences (8 SHC):
 - Biology (BIO 111)
 - Physics (PHY 110/PHY 110A)
- Mathematics (6 SHC):
 - CIS 110
 - MAT 140 or MAT 141 or MAT 171

OTHER REQUIRED HOURS 20-21 SHC

Required Courses (8 SHC)

- ACA 122
- COM 110 or COM 120 or COM 140
- HUM 220
- MAT 140A or MAT 141A or MAT 171A

Choose a minimum of 12-13 additional hours from the General Education courses listed above or from the elective and/or pre-major courses listed below (EDU 250 may be taken as the 13th hour):

- ACC 120, ACC 121
- ART 121, ART 122, ART 130, ART 140, ART 281
- BIO 112, BIO 163, BIO 165, BIO 166, BIO 250, BIO 271, BIO 275
- BUS 110, BUS 115, BUS 137
- CIS 115
- CHM 131, CHM 131A, CHM 132, CHM 151, CHM 152
- CJC 111, CJC 121, CJC 141
- ECO 252
- EDU 144, EDU 145, EDU 146, EDU 216, EDU 250
- ENG 125, ENG 133, ENG 235, ENG 243
- HIS 131, HIS 132, HIS 145, HIS 221, HIS 236
- MAT 142, MAT 142A, MAT 151, MAT 151A, MAT 172, MAT 172A, MAT 271, MAT 272, MAT 273, MAT 280, MAT 285
- PHY 110, PHY 110A, PHY 151, PHY 152
- POL 120
- PSY 231, PSY 243, PSY 246
- SPA 112

TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM 64-65 SHC

Associate in Arts Pre-Major Social Work Degree (A1010Q)

The Associate in Arts degree Social Work is recommended for students who plan to transfer to four-year colleges or universities to pursue the Bachelor of Arts degree in Social Work.

GENERAL EDUCATION CORE44 SHC

English Composition (6 SHC)

- ENG 111 Expository Writing
- ENG 113 Literature-Based Research

Humanities/Fine Arts (12 SHC)

- Communication (Choose one course: COM 110, COM 120, or COM 140)
- Literature (Choose one course: ENG 231, ENG 232, ENG 233, or ENG 243)
- Choose one course from the following list:
 - Art (ART 111, ART 114, ART 115)
 - Drama (DRA 122)
 - Foreign Language (SPA 111)
 - Interdisciplinary Humanities (HUM 120, HUM 130)
 - Music (MUS 110)
 - Philosophy (PHI 240)
 - Religion (REL 110, REL 211, REL 212, REL 221)
- Choose one course from the following list:
 - Art (ART 111, ART 114, ART 115)
 - Drama (DRA 122)
 - Foreign Languages (SPA 111, SPA 112)
 - Interdisciplinary Humanities (HUM 120, HUM 130)
 - Literature (ENG 231, ENG 232, ENG 233, ENG 243)
 - Music (MUS 110)
 - Philosophy (PHI 240)
 - Religion (REL 110, REL 211, REL 212, REL 221)

Social/Behavioral Sciences (12 SHC)

- History (HIS 112)
- Political Science (POL 120)
- Psychology (PSY 150)
- Sociology (SOC 210)

Natural Sciences/Mathematics (14 SHC)

- Natural Sciences (8 SHC):
 - Biology (BIO 111 and BIO 112)
- Mathematics (6 SHC):
 - CIS 110
 - MAT 171

OTHER REQUIRED HOURS 20-21 SHC

Required Courses (8 SHC)

- ACA 122
- COM 231
- HUM 220
- MAT 171A

Choose a minimum of 12-13 additional hours from the General Education courses listed below:

- BIO 163
- ECO 252
- HIS 111, HIS 131, HIS 132
- MAT 151/MAT 151A
- PSY 241, PSY 281
- SOC 220
- SPA 111, SPA 112

TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM 64-65 SHC

Associate in Science Degree

(A10400)

The Associate in Science degree is recommended for students who plan to transfer to four-year colleges or universities to pursue the Bachelor of Science degree.

GENERAL EDUCATION CORE44 SHC

The General Education core includes study in the areas of English composition, humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Upon completion of the **General Education Core** with a grade of "C" or higher in each course, you may be awarded a diploma in Associate in Science.

English Composition (6 SHC)

- ENG 111 Expository Writing
- ENG 113 Literature-Based Research

Humanities/Fine Arts (9 SHC)

- Communication (Choose one course: COM 110, COM 120, or COM 140)
- Literature (Choose one course: ENG 231, ENG 232, ENG 233, or ENG 243)
- Choose one course from the following list:
 - Art (ART 111, ART 114, ART 115)
 - Drama (DRA 122)
 - Foreign Languages (SPA 111)
 - Interdisciplinary Humanities (HUM 120, HUM 130)
 - Music (MUS 110)
 - Philosophy (PHI 240)
 - Religion (REL 110, REL 211, REL 212, REL 221)

Social/Behavioral Sciences (9 SHC)

- History (HIS 112)
- Psychology (PSY 150) or Geography (GEO 111)
- Sociology (SOC 210 or SOC 220)

Natural Sciences/Mathematics (20 SHC)

- Natural Sciences (8 SHC) Choose one sequence from the following:
 - Biology (BIO 111 and BIO 112)
 - Chemistry (CHM 151 and CHM 152)
 - Physics (PHY 151 and PHY 152)
- Mathematics (6 SHC)
 - CIS 110
 - MAT 171
- Other Natural Sciences/Mathematics (6 SHC)
 - MAT 172
 - Choose one course from the following:
 - Biology (BIO 111)
 - Chemistry (CHM 131/CHM 131A, CHM 151)
 - Mathematics (MAT 140, MAT 141, MAT 151, MAT 271)
 - Physics (PHY 110/PHY 110A, PHY 151)

OTHER REQUIRED HOURS **20-21 SHC**

Required Courses (9 SHC)

- ACA 122
- COM 231
- HUM 220
- MAT 171A
- MAT 172A

Choose a minimum of 12 hours from any approved college transfer courses in mathematics, natural sciences, or computer science from the following list:

- Biology (BIO 111, BIO 112, BIO 163, BIO 165, BIO 166, BIO 250, BIO 271, BIO 275)
- Chemistry (CHM 131/CHM 131A, CHM 132, CHM 151, CHM 152)
- Computer Science (CIS 115)
- Mathematics (MAT 140/MAT 140A, MAT 141/MAT 141A, MAT 142/MAT 142A, MAT 151/MAT 151A, MAT 271, MAT 272, MAT 273, MAT 280, MAT 285)
- Physics (PHY 110/PHY 110A, PHY 151, PHY 152)

TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM **64-65 SHC**

The Associate in General Education degree does not meet the standards of the Comprehensive Articulation Agreement with the UNC System and, therefore, is a terminal program and will not transfer to four-year institutions.

Associate in General Education Degree

(A10300)

The Associate in General Education curriculum is designed for the academic enrichment of students who wish to broaden their education, with emphasis on personal interest, growth and development.

Course work includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition. Opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers will be provided.

Through these skills, students will have a sound base for lifelong learning. Graduates are prepared for advancements within their field of interest and become better qualified for a wide range of employment opportunities.

GENERAL EDUCATION CORE 15 SHC

English Composition (6 SHC)

- ENG 111 Expository Writing
- ENG 113 Literature-Based Research

Humanities/Fine Arts (3 SHC)

- Art (ART 111, ART 114, ART 115)
- Drama (DRA 122)
- Interdisciplinary Humanities (HUM 120, HUM 130)
- Literature (ENG 231, ENG 232, ENG 233, ENG 243)
- Music (MUS 110)
- Philosophy (PHI 240)
- Religion (REL 110, REL 211, REL 212, REL 221)

Social/Behavioral Sciences (3 SHC)

- Economics (ECO 252)
- Geography (GEO 111)
- History (HIS 111, HIS 112, HIS 131, HIS 132)
- Political Science (POL 120)
- Psychology (PSY 150, PSY 241, PSY 281)
- Sociology (SOC 210, SOC 220)

Natural Sciences/Mathematics (3 SHC)

- Biology (BIO 111, BIO 112)
- Chemistry (CHM 131/CHM 131A, CHM 132, CHM 151, CHM 152)
- Physics (PHY 110/PHY 110A, PHY 151, PHY 152)

--- OR ---

- Mathematics (MAT 140/MAT 140A, MAT 141/MAT 141A, MAT 142/MAT 142A, MAT 171/MAT 171A, MAT 172/MAT 172A, MAT 271, MAT 272, MAT 273)
- Computers (CIS 110, CIS 115)
- Statistics (MAT 151/MAT 151A)

OTHER REQUIRED HOURS 49-50 SHC

Other required hours include additional general education and professional courses. A maximum of 7 SHC in health, physical education, college orientation, and/or study skills may be included as other required hours.

TOTAL SEMESTER HOURS CREDIT (SHC) IN PROGRAM 64-65 SHC

CAREER ORIENTED PROGRAMS

Accounting Degree

(A25100)

The Accounting curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting profession. Using the "language of business," accountants assemble and analyze, process, and communicate essential information about financial operations.

In addition to course work in accounting principles, theories, and practice, students will study business law, finance, management, and economics. Related skills are developed through the study of communications, computer applications, financial analysis, critical thinking skills, and ethics.

Graduates should qualify for entry-level accounting positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies. With work experience and additional education, an individual may advance in the accounting profession.

		Class	Lab	Clinic/Exp	Credit
GENERAL EDUCATION REQUIREMENTS (16 Credit Hours)					
ENG 111	Expository Writing	3	0	0	3
Choose one Communications course:					
COM 110	Introduction to Communication	3	0	0	3
COM 120	Introduction to Interpersonal Communication	3	0	0	3
COM 140	Introduction to Intercultural Communication	3	0	0	3
Choose one Humanities/Fine Arts course:					
ART 111	Art Appreciation	3	0	0	3
ART 114	Art History Survey I	3	0	0	3
ART 115	Art History Survey II	3	0	0	3
DRA 122	Oral Interpretation	3	0	0	3
HUM 120	Cultural Studies	3	0	0	3
HUM 130	Myth in Human Culture	3	0	0	3
HUM 220	Human Values and Meaning	3	0	0	3
MUS 110	Music Appreciation	3	0	0	3
PHI 240	Introduction to Ethics	3	0	0	3
REL 110	World Religions	3	0	0	3
REL 211	Introduction to Old Testament	3	0	0	3
REL 212	Introduction to New Testament	3	0	0	3
REL 221	Religion in America	3	0	0	3
Choose one Social/Behavioral Sciences course:					
GEO 111	World Regional Geography	3	0	0	3
HIS 111	World Civilizations I	3	0	0	3
PSY 150	General Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
Choose one Natural Sciences/Mathematics course set:					
MAT 140	Survey of Mathematics	3	0	0	3
MAT 140A	Survey of Mathematics Lab	0	2	0	1
MAT 151	Statistics I	3	0	0	3
MAT 151A	Statistics I Lab	0	2	0	1
MAT 171	Precalculus Algebra	3	0	0	3
MAT 171A	Precalculus Algebra Lab	0	2	0	1
MAJOR HOURS - CORE COURSES (24 Credit Hours)					
ACC 120	Principles of Financial Accounting	3	2	0	4
ACC 121	Principles of Managerial Accounting	3	2	0	4

ACC 129	Individual Income Taxes	2	2	0	3
ACC 220	Intermediate Accounting I	3	2	0	4
BUS 115	Business Law I	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
ECO 252	Principles of Macroeconomics	3	0	0	3

OTHER MAJOR HOURS (19 Credit Hours)

ACC 140	Payroll Accounting	1	2	0	2
ACC 150	Accounting Software Applications	1	2	0	2
ACC 215	Ethics in Accounting	3	0	0	3
ACC 225	Cost Accounting	3	0	0	3
BUS 121	Business Math	2	2	0	3
BUS 137	Principles of Management	3	0	0	3
CTS 130	Spreadsheet	2	2	0	3

ELECTIVES (Choose at least 9 Credit Hours)

ACC 130	Business Income Taxes	2	2	0	3
ACC 149	Introduction to Accounting Spreadsheets	1	2	0	2
ACC 221	Intermediate Accounting II	3	2	0	4
BUS 110	Introduction to Business	3	0	0	3
BUS 116	Business Law II	3	0	0	3
BUS 125	Personal Finance	3	0	0	3
BUS 135	Principles of Supervision	3	0	0	3
BUS 139	Entrepreneurship I	3	0	0	3
BUS 147	Business Insurance	3	0	0	3
BUS 152	Human Relations	3	0	0	3
BUS 153	Human Resource Management	3	0	0	3
BUS 225	Business Finance	2	2	0	3
BUS 280	REAL Small Business	4	0	0	4
COE 110	World of Work	1	0	0	1
COE 111	Co-op Work Experience I (and)	0	0	10	1
COE 115	Work Experience Seminar I	1	0	0	1
CTS 125	Presentation Graphics	2	2	0	3
DBA 110	Database Concepts	2	3	0	3
ETR 230	Entrepreneurship Marketing	3	0	0	3
MKT 120	Principles of Marketing	3	0	0	3
OST 131	Keyboarding	1	2	0	2

TOTAL CREDIT HOURS IN DEGREE 68

Accounting Certificate

(C25100)

		Class	Lab	Clinic/Exp	Credit
ACC 120	Principles of Financial Accounting	3	2	0	4
ACC 129	Individual Income Taxes	2	2	0	3
ACC 140	Payroll Accounting	1	2	0	2
ACC 150	Accounting Software Applications	1	2	0	2
BUS 121	Business Math	2	2	0	3
CIS 110	Introduction to Computers	2	2	0	3

TOTAL CREDIT HOURS IN CERTIFICATE 17

Advertising and Graphic Design Degree

(A30100)

The Advertising and Graphic Design curriculum is designed to provide students with knowledge and skills necessary for employment in the graphic design profession which emphasizes design, advertising, illustration, and digital and multimedia preparation of printed and electronic promotional materials.

Students will be trained in the development of concept and design for promotional materials such as newspaper and magazine advertisements, posters, folders, letterheads, corporate symbols, brochures, booklets, preparation of art for printing, lettering and typography, photography, and electronic media.

Graduates should qualify for employment opportunities with graphic design studios, advertising agencies, printing companies, department stores, a wide variety of manufacturing industries, newspapers, and businesses with in-house graphics operations.

		Class	Lab	Clinic/Exp	Credit
GENERAL EDUCATION REQUIREMENTS (16 Credit Hours)					
ENG 111	Expository Writing	3	0	0	3
Choose one Communications course:					
COM 110	Introduction to Communication	3	0	0	3
COM 120	Introduction to Interpersonal Communication	3	0	0	3
COM 140	Introduction to Intercultural Communication	3	0	0	3
Choose one Humanities/Fine Arts course:					
ART 111	Art Appreciation	3	0	0	3
ART 114	Art History Survey I	3	0	0	3
ART 115	Art History Survey II	3	0	0	3
DRA 122	Oral Interpretation	3	0	0	3
HUM 120	Cultural Studies	3	0	0	3
HUM 130	Myth in Human Culture	3	0	0	3
HUM 220	Human Values and Meaning	3	0	0	3
MUS 110	Music Appreciation	3	0	0	3
PHI 240	Introduction to Ethics	3	0	0	3
REL 110	World Religions	3	0	0	3
REL 211	Introduction to Old Testament	3	0	0	3
REL 212	Introduction to New Testament	3	0	0	3
REL 221	Religion in America	3	0	0	3
Choose one Social/Behavioral Sciences course:					
GEO 111	World Regional Geography	3	0	0	3
HIS 111	World Civilizations I	3	0	0	3
PSY 150	General Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
Choose one Natural Sciences/Mathematics course set:					
MAT 140	Survey of Mathematics	3	0	0	3
MAT 140A	Survey of Mathematics Lab	0	2	0	1
MAT 151	Statistics I	3	0	0	3
MAT 151A	Statistics I Lab	0	2	0	1
MAT 171	Precalculus Algebra	3	0	0	3
MAT 171A	Precalculus Algebra Lab	0	2	0	1
MAJOR HOURS - CORE COURSES (29 Credit Hours)					
GRD 110	Typography I	2	2	0	3
GRD 121	Drawing Fundamentals I	1	3	0	2
GRD 131	Illustration I	1	3	0	2
GRD 141	Graphic Design I	2	4	0	4
GRD 142	Graphic Design II	2	4	0	4
GRD 151	Computer Design Basics	1	4	0	3

GRD 152	Computer Design Techniques I	1	4	0	3
GRD 241	Graphic Design III	2	4	0	4
GRD 280	Portfolio Design	2	4	0	4

OTHER MAJOR HOURS (17 Credit Hours)

BUS 280	REAL Small Business	4	0	0	4
CIS 110	Introduction to Computers	2	2	0	3
GRD 122	Drawing Fundamentals II	1	3	0	2
GRD 265	Digital Print Production	1	4	0	3
GRD 285	Client/Media Relations	1	2	0	2
WEB 140	Web Development Tools	2	2	0	3

ELECTIVES (Choose at least 3 Credit Hours)

COE 110	World of Work	1	0	0	1
COE 111	Co-op Work Experience I (and)	0	0	10	1
COE 115	Work Experience Seminar I	1	0	0	1
CTS 125	Presentation Graphics	2	2	0	3
GRD 113	History of Graphic Design	3	0	0	3
GRD 167	Photographic Imaging I	1	4	0	3
GRD 271	Multimedia Design I	1	3	0	2
GRD 281	Design of Advertising	2	0	0	2
MKT 120	Principles of Marketing	3	0	0	3
OST 131	Keyboarding	1	2	0	2
WEB 110	Internet/Web Fundamentals	2	2	0	3
WEB 210	Web Design	2	2	0	3

TOTAL CREDIT HOURS IN DEGREE 65

Advertising and Graphic Design Diploma

(D30100)

		Class	Lab	Clinic/Exp	Credit
GENERAL EDUCATION REQUIREMENTS (6 Credit Hours)					
ENG 111	Expository Writing	3	0	0	3
Choose one Communications course:					
COM 110	Introduction to Communication	3	0	0	3
COM 120	Introduction to Interpersonal Communication	3	0	0	3
COM 140	Introduction to Intercultural Communication	3	0	0	3
MAJOR HOURS - CORE COURSES (17 Credit Hours)					
GRD 110	Typography I	2	2	0	3
GRD 121	Drawing Fundamentals I	1	3	0	2
GRD 131	Illustration I	1	3	0	2
GRD 141	Graphic Design I	2	4	0	4
GRD 151	Computer Design Basics	1	4	0	3
GRD 152	Computer Design Techniques I	1	4	0	3
OTHER MAJOR HOURS (7 Credit Hours)					
BUS 280	REAL Small Business	4	0	0	4
CIS 110	Introduction to Computers	2	2	0	3
ELECTIVES (Choose at least 6 Credit Hours)					
CTS 125	Presentation Graphics	2	2	0	3
GRD 113	History of Graphic Design	3	0	0	3
GRD 122	Drawing Fundamentals II	1	3	0	2
GRD 167	Photographic Imaging I	1	4	0	3
GRD 271	Multimedia Design I	1	3	0	2

GRD 281	Design of Advertising	2	0	0	2
OST 131	Keyboarding	1	2	0	2
TOTAL CREDIT HOURS IN DIPLOMA					36

Advertising and Graphic Design Certificate (C30100)

		Class	Lab	Clinic/Exp	Credit
CIS 110	Introduction to Computers	2	2	0	3
GRD 121	Drawing Fundamentals I	1	3	0	2
GRD 141	Graphic Design I	2	4	0	4
GRD 151	Computer Design Basics	1	4	0	3
GRD 167	Photographic Imaging I	1	4	0	3
WEB 110	Internet/Web Fundamentals	2	2	0	3
TOTAL CREDIT HOURS IN CERTIFICATE					18

Advertising and Graphic Design - Advertising Layout Certificate (C30100A)

		Class	Lab	Clinic/Exp	Credit
CIS 110	Introduction to Computers	2	2	0	3
GRD 110	Typography I	2	2	0	3
GRD 113	History of Graphic Design	3	0	0	3
GRD 151	Computer Design Basics	1	4	0	3
GRD 152	Computer Design Techniques I	1	4	0	3
GRD 281	Design of Advertising	2	0	0	2
TOTAL CREDIT HOURS IN CERTIFICATE					17

Advertising and Graphic Design - Creative Design Certificate (C30100B)

		Class	Lab	Clinic/Exp	Credit
CIS 110	Introduction to Computers	2	2	0	3
GRD 110	Typography I	2	2	0	3
GRD 121	Drawing Fundamentals I	1	3	0	2
GRD 131	Illustration I	1	3	0	2
GRD 141	Graphic Design I	2	4	0	4
GRD 151	Computer Design Basics	1	4	0	3
TOTAL CREDIT HOURS IN CERTIFICATE					17

Advertising and Graphic Design - Web Design Certificate (C30100C)

		Class	Lab	Clinic/Exp	Credit
BUS 280	REAL Small Business	4	0	0	4
CIS 110	Introduction to Computers	2	2	0	3
WEB 110	Internet/Web Fundamentals	2	2	0	3
WEB 140	Web Development Tools	2	2	0	3
WEB 210	Web Design	2	2	0	3
TOTAL CREDIT HOURS IN CERTIFICATE					16

Air Conditioning, Heating, and Refrigeration Technology Degree (A35100)

The Air Conditioning, Heating, and Refrigeration Technology curriculum provides the basic knowledge to develop skills necessary to work with residential and light commercial systems.

Topics include mechanical refrigeration, heating and cooling theory, electricity, controls, and safety. The diploma program covers air conditioning, furnaces, heat pumps, tools, and instruments. In addition, the AAS degree covers residential building codes, residential system sizing, and advanced comfort systems.

Diploma graduates should be able to assist in the start up, preventive maintenance, service, repair, and/or installation of residential and light commercial systems. AAS degree graduates should be able to demonstrate an understanding of system selection and balance and advanced systems.

		Class	Lab	Clinic/Exp	Credit
GENERAL EDUCATION REQUIREMENTS (16 Credit Hours)					
ENG 111	Expository Writing	3	0	0	3
Choose one Communications course:					
COM 110	Introduction to Communication	3	0	0	3
COM 120	Introduction to Interpersonal Communication	3	0	0	3
COM 140	Introduction to Intercultural Communication	3	0	0	3
Choose one Humanities/Fine Arts course:					
ART 111	Art Appreciation	3	0	0	3
ART 114	Art History Survey I	3	0	0	3
ART 115	Art History Survey II	3	0	0	3
DRA 122	Oral Interpretation	3	0	0	3
HUM 120	Cultural Studies	3	0	0	3
HUM 130	Myth in Human Culture	3	0	0	3
HUM 220	Human Values and Meaning	3	0	0	3
MUS 110	Music Appreciation	3	0	0	3
PHI 240	Introduction to Ethics	3	0	0	3
REL 110	World Religions	3	0	0	3
REL 211	Introduction to Old Testament	3	0	0	3
REL 212	Introduction to New Testament	3	0	0	3
REL 221	Religion in America	3	0	0	3
Choose one Social/Behavioral Sciences course:					
GEO 111	World Regional Geography	3	0	0	3
HIS 111	World Civilizations I	3	0	0	3
PSY 150	General Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
Choose one Natural Sciences/Mathematics course set:					
MAT 140	Survey of Mathematics	3	0	0	3
MAT 140A	Survey of Mathematics Lab	0	2	0	1
MAT 151	Statistics I	3	0	0	3
MAT 151A	Statistics I Lab	0	2	0	1
MAT 171	Precalculus Algebra	3	0	0	3
MAT 171A	Precalculus Algebra Lab	0	2	0	1
MAJOR HOURS - CORE COURSES (29 Credit Hours)					
AHR 110	Introduction to Refrigeration	2	6	0	5
AHR 111	HVACR Electricity	2	2	0	3
AHR 112	Heating Technology	2	4	0	4
AHR 113	Comfort Cooling	2	4	0	4
AHR 114	Heat Pump Technology	2	4	0	4
AHR 210	Residential Building Code	1	2	0	2
AHR 211	Residential System Design	2	2	0	3
AHR 212	Advanced Comfort Systems	2	6	0	4

OTHER MAJOR HOURS (24 Credit Hours)

AHR 125	HVAC Electronics	1	3	0	2
AHR 133	HVAC Servicing	2	6	0	4
AHR 140	All Weather Systems	1	3	0	2
AHR 160	Refrigerant Certification	1	0	0	1
AHR 180	HVACR Customer Relations	1	0	0	1
AHR 240	Hydronic Heating	1	3	0	2
AHR 250	HVAC System Diagnostics	0	4	0	2
AHR 255	Indoor Air Quality	1	2	0	2
CIS 110	Introduction to Computers	2	2	0	3
ELC 112	DC/AC Electricity	3	6	0	5

ELECTIVES (Choose 3 Credit Hours)

BPR 111	Blueprint Reading	1	2	0	2
BUS 280	REAL Small Business	4	0	0	4
COE 111	Co-op Work Experience I (and)	0	0	10	1
COE 115	Work Experience Seminar I	1	0	0	1
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
ISC 110	Workplace Safety	1	0	0	1

TOTAL CREDIT HOURS IN DEGREE72

Air Conditioning, Heating, and Refrigeration Technology Diploma (D35100)

		Class	Lab	Clinic/Exp	Credit
GENERAL EDUCATION REQUIREMENTS (7 Credit Hours)					
ENG 111	Expository Writing	3	0	0	3
Choose one Natural Sciences/Mathematics course set:					
MAT 140	Survey of Mathematics	3	0	0	3
MAT 140A	Survey of Mathematics Lab	0	2	0	1
MAT 151	Statistics I	3	0	0	3
MAT 151A	Statistics I Lab	0	2	0	1
MAT 171	Precalculus Algebra	3	0	0	3
MAT 171A	Precalculus Algebra Lab	0	2	0	1
MAJOR HOURS - CORE COURSES (20 Credit Hours)					
AHR 110	Introduction to Refrigeration	2	6	0	5
AHR 111	HVACR Electricity	2	2	0	3
AHR 112	Heating Technology	2	4	0	4
AHR 113	Comfort Cooling	2	4	0	4
AHR 114	Heat Pump Technology	2	4	0	4
OTHER MAJOR HOURS (13 Credit Hours)					
AHR 125	HVAC Electronics	1	3	0	2
AHR 133	HVAC Servicing	2	6	0	4
AHR 140	All Weather Systems	1	3	0	2
AHR 160	Refrigerant Certification	1	0	0	1
AHR 180	HVACR Customer Relations	1	0	0	1
CIS 110	Introduction to Computers	2	2	0	3
TOTAL CREDIT HOURS IN DIPLOMA					40

Air Conditioning, Heating, and Refrigeration Technology Heating Fundamentals Certificate

(C35100B)

		Class	Lab	Clinic/Exp	Credit
AHR 110	Introduction to Refrigeration	2	6	0	5
AHR 111	HVACR Electricity	2	2	0	3
AHR 112	Heating Technology	2	4	0	4
AHR 113	Comfort Cooling	2	4	0	4
AHR 160	Refrigerant Certification	1	0	0	1

TOTAL CREDIT HOURS IN CERTIFICATE 17

Air Conditioning, Heating, and Refrigeration Technology Heat Pump Fundamentals Certificate

(C35100C)

		Class	Lab	Clinic/Exp	Credit
AHR 110	Introduction to Refrigeration	2	6	0	5
AHR 111	HVACR Electricity	2	2	0	3
AHR 114	Heat Pump Technology	2	4	0	4
AHR 125	HVAC Electronics	1	3	0	2
AHR 140	All Weather Systems	1	3	0	2
AHR 160	Refrigerant Certification	1	0	0	1
AHR 180	HVACR Customer Relations	1	0	0	1

TOTAL CREDIT HOURS IN CERTIFICATE 18

Associate Degree Nursing Degree

(A45110)

The Associate Degree Nursing curriculum provides knowledge, skills, and strategies to integrate safety and quality into nursing care, to practice in a dynamic environment, and to meet individual needs which impact health, quality of life, and achievement of potential.

Course work includes and builds upon the domains of health care, nursing practice, and the holistic individual. Content emphasizes the nurse as a member of the interdisciplinary team providing safe, individualized care while employing evidence-based practice, quality improvement, and informatics.

Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN). Employment opportunities are vast within the global health care system and may include positions within acute, chronic, extended, industrial, and community health care facilities.

		Class	Lab	Clinic/Exp	Credit
GENERAL EDUCATION REQUIREMENTS (16 Credit Hours)					
BIO 165	Anatomy & Physiology I	3	3	0	4
ENG 111	Expository Writing	3	0	0	3
PSY 150	General Psychology	3	0	0	3
Choose one Communications course:					
COM 110	Introduction to Communication	3	0	0	3
COM 120	Introduction to Interpersonal Communication	3	0	0	3
COM 140	Introduction to Intercultural Communication	3	0	0	3
Choose one Humanities/Fine Arts course:					
ART 111	Art Appreciation	3	0	0	3
ART 114	Art History Survey I	3	0	0	3

ART 115	Art History Survey II	3	0	0	3
DRA 122	Oral Interpretation	3	0	0	3
HUM 120	Cultural Studies	3	0	0	3
HUM 130	Myth in Human Culture	3	0	0	3
HUM 220	Human Values and Meaning	3	0	0	3
MUS 110	Music Appreciation	3	0	0	3
PHI 240	Introduction to Ethics	3	0	0	3
REL 110	World Religions	3	0	0	3
REL 211	Introduction to Old Testament	3	0	0	3
REL 212	Introduction to New Testament	3	0	0	3
REL 221	Religion in America	3	0	0	3

MAJOR HOURS - CORE COURSES (43 Credit Hours)

NUR 111	Introduction to Health Concepts	4	6	6	8
NUR 112	Health Illness Concepts	3	0	6	5
NUR 113	Family Health Concepts	3	0	6	5
NUR 114	Holistic Health Concepts	3	0	6	5
NUR 211	Health Care Concepts	3	0	6	5
NUR 212	Health System Concepts	3	0	6	5
NUR 213	Complex Health Concepts	4	3	15	10

OTHER MAJOR HOURS (14 Credit Hours)

BIO 166	Anatomy & Physiology II	3	3	0	4
BIO 275	Microbiology	3	3	0	4
CIS 110	Introduction to Computers	2	2	0	3
PSY 241	Developmental Psychology	3	0	0	3

TOTAL CREDIT HOURS IN DEGREE 73

Basic Law Enforcement Training Certificate

(C55120)

Basic Law Enforcement Training (BLET) is designed to give students essential skills required for entry-level employment as law enforcement officers with state, county, or municipal governments, or with private enterprise.

This program utilizes State commission-mandated topics and methods of instruction. General subjects include, but are not limited to, criminal, juvenile, civil, traffic, and alcohol beverage laws; investigative, patrol, custody, and court procedures; emergency responses; and ethics and community relations.

Students must successfully complete and pass all units of study which include the certification examination mandated by the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriffs' Education and Training Standards Commission to receive a certificate.

		Class	Lab	Clinic/Exp	Credit
CJC 100	Basic Law Enforcement Training	9	30	0	19

TOTAL CREDIT HOURS IN CERTIFICATE 19

Biomedical Equipment Technology Degree

(A50100)

The Biomedical Equipment Technology curriculum prepares individuals to install, operate, troubleshoot, and repair sophisticated devices and instrumentation used in the health care delivery system. Emphasis is placed on preventive and safety inspections to ensure biomedical equipment meets local and national safety standards.

Coursework provides a strong foundation in mathematics, physics, electronics, anatomy, physiology, networking, and troubleshooting techniques. Some courses will include job experience and job shadowing, as well as people skills and communication, both in written and oral form.

Graduates should qualify for employment opportunities in hospitals, clinics, clinical laboratories, shared service organizations, and manufacturers' field service. With an AAS degree and two years' experience, an individual should be able to become a certified Biomedical Equipment Technician.

Collaborative Program Offered in Cooperation with Stanly Community College

In this Instructional Service Agreement, Stanly Community College will provide the BMT and COE prefix courses as specified in the SCC Biomedical Equipment Technology curriculum. South Piedmont Community College will provide all other courses within the program. Students who successfully complete all requirements of the Biomedical Equipment Technology program will be awarded an Associate in Applied Science degree by Stanly Community College.

		Class	Lab	Clinic/Exp	Credit
GENERAL EDUCATION REQUIREMENTS (15-16 Credit Hours)					
COM 231	Public Speaking	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
Choose one MAT course:					
MAT 121	Algebra and Trigonometry I (STANLY)	3	0	0	3
MAT 171	Precalculus Algebra (and)	3	0	0	3
MAT 171A	Precalculus Algebra Lab	0	2	0	1
Choose one Humanities/Fine Arts course:					
ART 111	Art Appreciation	3	0	0	3
ART 114	Art History Survey I	3	0	0	3
ART 115	Art History Survey II	3	0	0	3
DRA 122	Oral Interpretation	3	0	0	3
HUM 120	Cultural Studies	3	0	0	3
HUM 130	Myth in Human Culture	3	0	0	3
HUM 220	Human Values and Meaning	3	0	0	3
MUS 110	Music Appreciation	3	0	0	3
PHI 240	Introduction to Ethics	3	0	0	3
REL 110	World Religions	3	0	0	3
REL 211	Introduction to Old Testament	3	0	0	3
REL 212	Introduction to New Testament	3	0	0	3
REL 221	Religion in America	3	0	0	3
Choose one Social/Behavioral Sciences course:					
GEO 111	World Regional Geography	3	0	0	3
HIS 111	World Civilizations I	3	0	0	3
PSY 150	General Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
MAJOR HOURS - CORE COURSES (40-42 Credit Hours)					
Choose one BIO course:					
BIO 161	Introduction to Human Biology (STANLY)	3	0	0	3
BIO 163	Basic Anatomy and Physiology	4	2	0	5
BMT 111	Introduction to Biomedical Field (STANLY)	1	0	0	1
BMT 112	Hospital Safety Standards (STANLY)	2	2	0	3
BMT 212	BMET Instrumentation I (STANLY)	3	6	0	6
BMT 213	Instrumentation II (STANLY)	2	3	0	3
BMT 223	Imaging Techniques/Laser Fundamentals (STANLY)	3	2	0	4
BMT 225	Biomedical Troubleshooting (STANLY)	1	4	0	3

ELC 112	DC/AC Electricity	3	6	0	5
ELN 131	Semiconductor Applications	3	3	0	4
ELN 133	Digital Electronics	3	3	0	4
ELN 133A	Digital Electronics Lab	0	3	0	1
NET 125	Networking Basics	1	4	0	3

OTHER MAJOR HOURS (9 Credit Hours)

CIS 110	Introduction to Computers	2	2	0	3
COE 112	Co-op Work Experience I (STANLY)	0	0	20	2
COE 115	Work Experience Seminar I (STANLY)	1	0	0	1

Choose one course:

ELC 128	Introduction to PLC	2	3	0	3
NET 126	Routing Basics	1	4	0	3

TOTAL CREDIT HOURS IN DEGREE 64-67**Biotechnology Degree**

(A20100)

The Biotechnology curriculum, which has emerged from molecular biology and chemical engineering, is designed to meet the increasing demands for skilled laboratory technicians in various fields of biological and chemical technology.

Course work emphasizes biology, chemistry, mathematics, and technical communications. The curriculum objectives are designed to prepare graduates to serve in three distinct capacities: research assistant to a biologist or chemist; laboratory technician/instrumentation technician, and quality control/quality assurance technician.

Graduates may find employment in various areas of industry and government, including research and development, manufacturing, sales, and customer service.

Collaborative Program Offered in Cooperation with Gaston College

In this Instructional Service Agreement, South Piedmont Community College will provide 47 credit hours (75% of the Gaston College Biotechnology curriculum). Students must take a minimum of 16 credit hours within the program through Gaston College. Students who successfully complete all requirements of the Biotechnology program will be awarded an Associate in Applied Science degree by Gaston College.

		Class	Lab	Clinic/Exp	Credit
GENERAL EDUCATION REQUIREMENTS (15 Credit Hours)					
ENG 111	Expository Writing	3	0	0	3
ENG 113	Literature-Based Research	3	0	0	3
MAT 151	Statistics I	3	0	0	3
Choose one Humanities/Fine Arts course:					
ART 111	Art Appreciation	3	0	0	3
ART 114	Art History Survey I	3	0	0	3
ART 115	Art History Survey II	3	0	0	3
DRA 122	Oral Interpretation	3	0	0	3
HUM 120	Cultural Studies	3	0	0	3
HUM 130	Myth in Human Culture	3	0	0	3
HUM 220	Human Values and Meaning	3	0	0	3
MUS 110	Music Appreciation	3	0	0	3
PHI 240	Introduction to Ethics	3	0	0	3
REL 110	World Religions	3	0	0	3
REL 211	Introduction to Old Testament	3	0	0	3

REL 212	Introduction to New Testament	3	0	0	3
REL 221	Religion in America	3	0	0	3
Choose one Social/Behavioral Sciences course:					
GEO 111	World Regional Geography	3	0	0	3
HIS 111	World Civilizations I	3	0	0	3
PSY 150	General Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3

REQUIRED SPCC COURSES (32 Credit Hours)

BIO 111	General Biology I	3	3	0	4
BIO 112	General Biology II	3	3	0	4
BIO 250	Genetics	3	3	0	4
BIO 275	Microbiology	3	3	0	4
BTC 181	Basic Laboratory Techniques	3	3	0	4

Choose one CHM course:

CHM 131	Introduction to Chemistry (and)	3	0	0	3
CHM 131A	Introduction to Chemistry Lab	0	3	0	1
CHM 151	General Chemistry	3	3	0	4

CIS 110	Introduction to Computers	2	2	0	3
MAT 151A	Statistics I Lab	0	2	0	1
MAT 171	Precalculus Algebra	3	0	0	3
MAT 171A	Precalculus Algebra Lab	0	2	0	1

TOTAL CREDIT HOURS IN DEGREE OFFERED BY SPCC47**Business Administration Degree**

(A25120)

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy.

Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making.

Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

		Class	Lab	Clinic/Exp	Credit
GENERAL EDUCATION REQUIREMENTS (16 Credit Hours)					
ENG 111	Expository Writing	3	0	0	3
Choose one Communications course:					
COM 110	Introduction to Communication	3	0	0	3
COM 120	Introduction to Interpersonal Communication	3	0	0	3
COM 140	Introduction to Intercultural Communication	3	0	0	3
Choose one Humanities/Fine Arts course:					
ART 111	Art Appreciation	3	0	0	3
ART 114	Art History Survey I	3	0	0	3
ART 115	Art History Survey II	3	0	0	3
DRA 122	Oral Interpretation	3	0	0	3
HUM 120	Cultural Studies	3	0	0	3
HUM 130	Myth in Human Culture	3	0	0	3
HUM 220	Human Values and Meaning	3	0	0	3

MUS 110	Music Appreciation	3	0	0	3
PHI 240	Introduction to Ethics	3	0	0	3
REL 110	World Religions	3	0	0	3
REL 211	Introduction to Old Testament	3	0	0	3
REL 212	Introduction to New Testament	3	0	0	3
REL 221	Religion in America	3	0	0	3

Choose one Social/Behavioral Sciences course:

GEO 111	World Regional Geography	3	0	0	3
HIS 111	World Civilizations I	3	0	0	3
PSY 150	General Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3

Choose one Natural Sciences/Mathematics course set:

MAT 140	Survey of Mathematics	3	0	0	3
MAT 140A	Survey of Mathematics Lab	0	2	0	1
MAT 151	Statistics I	3	0	0	3
MAT 151A	Statistics I Lab	0	2	0	1
MAT 171	Precalculus Algebra	3	0	0	3
MAT 171A	Precalculus Algebra Lab	0	2	0	1

MAJOR HOURS - CORE COURSES (19 Credit Hours)

ACC 120	Principles of Financial Accounting	3	2	0	4
BUS 115	Business Law I	3	0	0	3
BUS 137	Principles of Management	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
ECO 252	Principles of Macroeconomics	3	0	0	3
MKT 120	Principles of Marketing	3	0	0	3

OTHER MAJOR HOURS (26 Credit Hours)

ACC 121	Principles of Managerial Accounting	3	2	0	4
BUS 110	Introduction to Business	3	0	0	3
BUS 121	Business Math	2	2	0	3
BUS 125	Personal Finance	3	0	0	3
BUS 152	Human Relations	3	0	0	3
BUS 234	Training and Development	3	0	0	3
BUS 280	REAL Small Business	4	0	0	4
ECM 210	Introduction to Electronic Commerce	2	2	0	3

ELECTIVES (Choose at least 6 Credit Hours)

ACC 150	Accounting Software Applications	1	2	0	2
BUS 116	Business Law II	3	0	0	3
BUS 135	Principles of Supervision	3	0	0	3
BUS 139	Entrepreneurship I	3	0	0	3
BUS 153	Human Resource Management	3	0	0	3
BUS 217	Employment Law & Regulations	3	0	0	3
BUS 220	Purchasing	3	0	0	3
BUS 225	Business Finance	2	2	0	3
COE 111	Co-op Work Experience I (and)	0	0	10	1
COE 115	Work Experience Seminar I	1	0	0	1
CTS 130	Spreadsheet	2	2	0	3
DBA 110	Database Concepts	2	2	0	3
ETR 220	Innovation and Creativity	3	0	0	3
ETR 230	Entrepreneur Marketing	3	0	0	3
ETR 240	Funding for Entrepreneurs	3	0	0	3
OST 131	Keyboarding	1	2	0	2
SPA 120	Spanish for the Workplace	3	0	0	3
WEB 110	Internet/Web Fundamentals	2	2	0	3

TOTAL CREDIT HOURS IN DEGREE 67

Business Administration Diploma

(D25120)

		Class	Lab	Clinic/Exp	Credit
GENERAL EDUCATION REQUIREMENTS (6 Credit Hours)					
ENG 111	Expository Writing	3	0	0	3
Choose one Communications course:					
COM 110	Introduction to Communication	3	0	0	3
COM 120	Introduction to Interpersonal Communication	3	0	0	3
COM 140	Introduction to Intercultural Communication	3	0	0	3
MAJOR HOURS - CORE COURSES (19 Credit Hours)					
ACC 120	Principles of Financial Accounting	3	2	0	4
BUS 115	Business Law I	3	0	0	3
BUS 137	Principles of Management	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
ECO 252	Principles of Macroeconomics	3	0	0	3
MKT 120	Principles of Marketing	3	0	0	3
OTHER MAJOR HOURS (10 Credit Hours)					
BUS 121	Business Math	2	2	0	3
BUS 152	Human Relations	3	0	0	3
BUS 280	REAL Small Business	4	0	0	4
ELECTIVES (Choose at least 3 Credit Hours)					
BUS 110	Introduction to Business	3	0	0	3
BUS 234	Training and Development	3	0	0	3
ECM 210	Introduction to Electronic Commerce	2	2	0	3
TOTAL CREDIT HOURS IN DIPLOMA					38

Business Administration Certificate

(C25120)

		Class	Lab	Clinic/Exp	Credit
BUS 115	Business Law I	3	0	0	3
BUS 121	Business Math	2	2	0	3
BUS 137	Principles of Management	3	0	0	3
BUS 152	Human Relations	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
MKT 120	Principles of Marketing	3	0	0	3
TOTAL CREDIT HOURS IN CERTIFICATE					18

Business Administration - Small Business Management Certificate

(C25120A)

		Class	Lab	Clinic/Exp	Credit
ACC 120	Principles of Financial Accounting	3	2	0	4
BUS 110	Introduction to Business	3	0	0	3
BUS 135	Principles of Supervision	3	0	0	3
BUS 234	Training and Development	3	0	0	3
BUS 280	REAL Small Business	4	0	0	4
TOTAL CREDIT HOURS IN CERTIFICATE					17

Computer Information Technology Degree (A25260)

The Computer Information Technology curriculum is designed to prepare graduates for employment with organizations that use computers to process, manage, and communicate information. This is a flexible curriculum that can be customized to meet community information systems needs.

Course work will develop a student's ability to communicate complex technical issues related to computer hardware, software, and networks in a manner that computer users can understand. Classes cover computer operations and terminology, operating systems, database, networking, security, and technical support.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to manage information. Graduates should be prepared to sit for industry-recognized certification exams.

		Class	Lab	Clinic/Exp	Credit
GENERAL EDUCATION REQUIREMENTS (16 Credit Hours)					
ENG 111	Expository Writing	3	0	0	3
Choose one Communications course:					
COM 110	Introduction to Communication	3	0	0	3
COM 120	Introduction to Interpersonal Communication	3	0	0	3
COM 140	Introduction to Intercultural Communication	3	0	0	3
Choose one Humanities/Fine Arts course:					
ART 111	Art Appreciation	3	0	0	3
ART 114	Art History Survey I	3	0	0	3
ART 115	Art History Survey II	3	0	0	3
DRA 122	Oral Interpretation	3	0	0	3
HUM 120	Cultural Studies	3	0	0	3
HUM 130	Myth in Human Culture	3	0	0	3
HUM 220	Human Values and Meaning	3	0	0	3
MUS 110	Music Appreciation	3	0	0	3
PHI 240	Introduction to Ethics	3	0	0	3
REL 110	World Religions	3	0	0	3
REL 211	Introduction to Old Testament	3	0	0	3
REL 212	Introduction to New Testament	3	0	0	3
REL 221	Religion in America	3	0	0	3
Choose one Social/Behavioral Sciences course:					
GEO 111	World Regional Geography	3	0	0	3
HIS 111	World Civilizations I	3	0	0	3
PSY 150	General Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
Choose one Natural Sciences/Mathematics course set:					
MAT 140	Survey of Mathematics	3	0	0	3
MAT 140A	Survey of Mathematics Lab	0	2	0	1
MAT 151	Statistics I	3	0	0	3
MAT 151A	Statistics I Lab	0	2	0	1
MAT 171	Precalculus Algebra	3	0	0	3
MAT 171A	Precalculus Algebra Lab	0	2	0	1
MAJOR HOURS - CORE COURSES (36 Credit Hours)					
BUS 110	Introduction to Business	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
CIS 115	Introduction to Programming and Logic	2	3	0	3
CTS 120	Hardware/Software Support	2	3	0	3
CTS 285	Systems Analysis and Design	3	0	0	3

CTS 289	Systems Support Project	1	4	0	3
DBA 110	Database Concepts	2	3	0	3
NET 125	Networking Basics	1	4	0	3
NOS 110	Operating System Concepts	2	3	0	3
NOS 130	Windows Single User	2	2	0	3
NOS 230	Windows Administration I	2	2	0	3
SEC 110	Security Concepts	3	0	0	3

OTHER MAJOR HOURS (5 Credit Hours)

NOS 120	Linux/UNIX Single User	2	2	0	3
OST 131	Keyboarding	1	2	0	2

ELECTIVES (Choose at least 9 Credit Hours)

COE 110	World of Work	1	0	0	1
COE 111	Co-op Work Experience I (and)	0	0	10	1
COE 115	Work Experience Seminar I	1	0	0	1
CSC 151	JAVA Programming	2	3	0	3
CTS 125	Presentation Graphics	2	2	0	3
CTS 130	Spreadsheet	2	2	0	3
CTS 230	Advanced Spreadsheet	2	2	0	3
DME 110	Introduction to Digital Media	2	2	0	3
DME 130	Digital Animation I	2	2	0	3
GRD 151	Computer Design Basics	1	4	0	3
GRD 271	Multimedia Design I	1	3	0	2
NET 126	Routing Basics	1	4	0	3
NET 225	Routing & Switching I	1	4	0	3
NET 226	Routing & Switching II	1	4	0	3
OST 136	Word Processing	2	2	0	3
OST 236	Advanced Word/Information Processing	2	2	0	3
SGD 111	Introduction to SGD	2	3	0	3
SGD 112	SGD Design	2	3	0	3
SGD 113	SGD Programming	2	3	0	3
WEB 110	Internet/Web Fundamentals	2	2	0	3
WEB 140	Web Development Tools	2	2	0	3
WEB 210	Web Design	2	2	0	3

TOTAL CREDIT HOURS IN DEGREE 66

Computer Information Technology Certificate

(C25260A)

		Class	Lab	Clinic/Exp	Credit
CIS 110	Introduction to Computers	2	2	0	3
CTS 120	Hardware/Software Support	2	3	0	3
CTS 125	Presentation Graphics	2	2	0	3
NET 125	Networking Basics	1	4	0	3
NOS 110	Operating System Concepts	2	3	0	3
SEC 110	Security Concepts	3	0	0	3

TOTAL CREDIT HOURS IN CERTIFICATE 18

Computer Information Technology - Operating Systems Certificate (C25260C)

		Class	Lab	Clinic/Exp	Credit
CIS 110	Introduction to Computers	2	2	0	3
CTS 120	Hardware/Software Support	2	3	0	3
NOS 110	Operating System Concepts	2	3	0	3
NOS 120	Linux/UNIX Single User	2	2	0	3
NOS 130	Windows Single User	2	2	0	3
NOS 230	Windows Administration I	2	2	0	3

TOTAL CREDIT HOURS IN CERTIFICATE 18

Computer Information Technology Routing & Switching (CISCO) Certificate (C25260E)

		Class	Lab	Clinic/Exp	Credit
CIS 110	Introduction to Computers	2	2	0	3
CTS 120	Hardware/Software Support	2	3	0	3
NET 125	Networking Basics	1	4	0	3
NET 126	Routing Basics	1	4	0	3
NET 225	Routing & Switching I	1	4	0	3
NET 226	Routing & Switching II	1	4	0	3

TOTAL CREDIT HOURS IN CERTIFICATE 18

Computer Information Technology Microsoft Office Certificate (C25260F)

		Class	Lab	Clinic/Exp	Credit
CIS 110	Introduction to Computers	2	2	0	3
CTS 125	Presentation Graphics	2	2	0	3
CTS 130	Spreadsheet	2	2	0	3
DBA 110	Database Concepts	2	3	0	3
OST 136	Word Processing	2	2	0	3
OST 236	Advanced Word/Information Processing	2	2	0	3

TOTAL CREDIT HOURS IN CERTIFICATE 18

Computer Information Technology Gaming Design Certificate (C25260G)

		Class	Lab	Clinic/Exp	Credit
CIS 110	Introduction to Computers	2	2	0	3
CIS 115	Introduction to Programming & Logic	2	3	0	3
CSC 151	JAVA Programming	2	3	0	3
SGD 111	Introduction to SGD	2	3	0	3
SGD 112	SGD Design	2	3	0	3
SGD 113	SGD Programming	2	3	0	3

TOTAL CREDIT HOURS IN CERTIFICATE 18

Criminal Justice Technology Degree (A55180)

The Criminal Justice Technology curriculum is designed to provide knowledge of criminal justice systems and operations. Study will focus on local, state, and federal law enforcement, judicial processes, corrections, and security services. The criminal justice system's role within society will be explored.

Emphasis is on criminal justice systems, criminology, juvenile justice, criminal and constitutional law, investigative principles, ethics, and community relations. Additional study may include issues and concepts of government, counseling, communications, computers, and technology.

Employment opportunities exist in a variety of local, state, and federal law enforcement, corrections, and security fields. Examples include police officer, deputy sheriff, county detention officer, state trooper, intensive probation/parole surveillance officer, correctional officer, and loss prevention specialist.

		Class	Lab	Clinic/Exp	Credit
GENERAL EDUCATION REQUIREMENTS (16 Credit Hours)					
ENG 111	Expository Writing	3	0	0	3
Choose one Communications course:					
COM 110	Introduction to Communication	3	0	0	3
COM 120	Introduction to Interpersonal Communication	3	0	0	3
COM 140	Introduction to Intercultural Communication	3	0	0	3
Choose one Humanities/Fine Arts course:					
ART 111	Art Appreciation	3	0	0	3
ART 114	Art History Survey I	3	0	0	3
ART 115	Art History Survey II	3	0	0	3
DRA 122	Oral Interpretation	3	0	0	3
HUM 120	Cultural Studies	3	0	0	3
HUM 130	Myth in Human Culture	3	0	0	3
HUM 220	Human Values and Meaning	3	0	0	3
MUS 110	Music Appreciation	3	0	0	3
PHI 240	Introduction to Ethics	3	0	0	3
REL 110	World Religions	3	0	0	3
REL 211	Introduction to Old Testament	3	0	0	3
REL 212	Introduction to New Testament	3	0	0	3
REL 221	Religion in America	3	0	0	3
Choose one Social/Behavioral Sciences course:					
GEO 111	World Regional Geography	3	0	0	3
HIS 111	World Civilizations I	3	0	0	3
PSY 150	General Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
Choose one Natural Sciences/Mathematics course set:					
MAT 140	Survey of Mathematics	3	0	0	3
MAT 140A	Survey of Mathematics Lab	0	2	0	1
MAT 151	Statistics I	3	0	0	3
MAT 151A	Statistics I Lab	0	2	0	1
MAT 171	Precalculus Algebra	3	0	0	3
MAT 171A	Precalculus Algebra Lab	0	2	0	1
MAJOR HOURS - CORE COURSES (22 Credit Hours)					
CJC 111	Introduction to Criminal Justice	3	0	0	3
CJC 112	Criminology	3	0	0	3
CJC 113	Juvenile Justice	3	0	0	3
CJC 131	Criminal Law	3	0	0	3
CJC 212	Ethics & Community Relations	3	0	0	3
CJC 221	Investigative Principles	3	2	0	4
CJC 231	Constitutional Law	3	0	0	3

OTHER MAJOR HOURS (21 Credit Hours)

CIS 110	Introduction to Computers	2	2	0	3
CJC 121	Law Enforcement Operations	3	0	0	3
CJC 132	Court Procedure & Evidence	3	0	0	3
CJC 141	Corrections	3	0	0	3
CJC 160	Terrorism: Underlying Issues	3	0	0	3
CJC 213	Substance Abuse	3	0	0	3
CJC 223	Organized Crime	3	0	0	3

ELECTIVES (Choose at least 6 Credit Hours)

BIO 111	General Biology I	3	3	0	4
CJC 151	Introduction to Loss Prevention	3	0	0	3
CJC 215	Organization and Administration	3	0	0	3
CJC 222	Criminalistics	3	0	0	3
CJC 232	Civil Liability	3	0	0	3
CJC 293	Selected Topics in Criminal Justice	3	0	0	3
COE 111	Co-op Work Experience I	0	0	10	1
COE 115	Work Experience Seminar I	1	0	0	1
PSY 231	Forensic Psychology	3	0	0	3

TOTAL CREDIT HOURS IN DEGREE 65

Criminal Justice Technology Diploma

(D55180)

		Class	Lab	Clinic/Exp	Credit
GENERAL EDUCATION REQUIREMENTS (6 Credit Hours)					
ENG 111	Expository Writing	3	0	0	3
Choose one Communications course:					
COM 110	Introduction to Communication	3	0	0	3
COM 120	Introduction to Interpersonal Communication	3	0	0	3
COM 140	Introduction to Intercultural Communication	3	0	0	3

MAJOR HOURS - CORE COURSES (15 Credit Hours)

CJC 111	Introduction to Criminal Justice	3	0	0	3
CJC 112	Criminology	3	0	0	3
CJC 113	Juvenile Justice	3	0	0	3
CJC 212	Ethics & Community Relations	3	0	0	3
CJC 231	Constitutional Law	3	0	0	3

OTHER MAJOR HOURS (15 Credit Hours)

CJC 121	Law Enforcement Operations	3	0	0	3
CJC 141	Corrections	3	0	0	3
CJC 160	Terrorism: Underlying Issues	3	0	0	3
CJC 213	Substance Abuse	3	0	0	3
CJC 223	Organized Crime	3	0	0	3

TOTAL CREDIT HOURS IN DIPLOMA 36

Criminal Justice Technology Certificate

(C55180)

		Class	Lab	Clinic/Exp	Credit
CJC 111	Introduction to Criminal Justice	3	0	0	3
CJC 112	Criminology	3	0	0	3
CJC 160	Terrorism: Underlying Issues	3	0	0	3

CJC 221	Investigative Principles	3	2	0	4
CJC 223	Organized Crime	3	0	0	3
TOTAL CREDIT HOURS IN CERTIFICATE					16

Criminal Justice Technology - Latent Evidence Certificate (C55180A)

		Class	Lab	Clinic/Exp	Credit
CJC 111	Introduction to Criminal Justice	3	0	0	3
CJC 112	Criminology	3	0	0	3
CJC 132	Court Procedure & Evidence	3	0	0	3
CJC 221	Investigative Principles	3	2	0	4
CJC 222	Criminalistics	3	0	0	3
TOTAL CREDIT HOURS IN CERTIFICATE					16

Criminal Justice Technology and BLET

Students successfully completing a BLET training course accredited by the NC Criminal Justice Education and Training Standards Commission and the NC Sheriffs' Education and Training Standards Commission will receive credit for CJC 131, CJC 132, CJC 221, and CJC 231. Students must successfully complete the training course AND the state certification examination to receive credit for these courses. Students must have completed BLET training since 1985. SPCC only ensures acceptance of these transfer credits to its Associate in Applied Science - Criminal Justice Technology degree, diploma, and certificate programs. These transfer credits may or may not be accepted by a four-year institution to which a student intends to transfer.

Early Childhood Education Degree (A55220)

The Early Childhood Education curriculum prepares individuals to work with children from birth through eight in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with families and children. Students will foster the cognitive/ language, physical/motor, social/emotional, and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

		Class	Lab	Clinic/Exp	Credit
GENERAL EDUCATION REQUIREMENTS (16 Credit Hours)					
ENG 111	Expository Writing	3	0	0	3
Choose one Communications course:					
COM 110	Introduction to Communication	3	0	0	3
COM 120	Introduction to Interpersonal Communication	3	0	0	3
COM 140	Introduction to Intercultural Communication	3	0	0	3
Choose one Humanities/Fine Arts course:					
ART 111	Art Appreciation	3	0	0	3
ART 114	Art History Survey I	3	0	0	3
ART 115	Art History Survey II	3	0	0	3
DRA 122	Oral Interpretation	3	0	0	3

HUM 120	Cultural Studies	3	0	0	3
HUM 130	Myth in Human Culture	3	0	0	3
HUM 220	Human Values and Meaning	3	0	0	3
MUS 110	Music Appreciation	3	0	0	3
PHI 240	Introduction to Ethics	3	0	0	3
REL 110	World Religions	3	0	0	3
REL 211	Introduction to Old Testament	3	0	0	3
REL 212	Introduction to New Testament	3	0	0	3
REL 221	Religion in America	3	0	0	3

Choose one Social/Behavioral Sciences course:

GEO 111	World Regional Geography	3	0	0	3
HIS 111	World Civilizations I	3	0	0	3
PSY 150	General Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3

Choose one Natural Sciences/Mathematics course set:

MAT 140	Survey of Mathematics	3	0	0	3
MAT 140A	Survey of Mathematics Lab	0	2	0	1
MAT 151	Statistics I	3	0	0	3
MAT 151A	Statistics I Lab	0	2	0	1
MAT 171	Precalculus Algebra	3	0	0	3
MAT 171A	Precalculus Algebra Lab	0	2	0	1

MAJOR HOURS - CORE COURSES (35 Credit Hours)

EDU 119	Introduction to Early Childhood Education	4	0	0	4
EDU 131	Children, Family, and Community	3	0	0	3
EDU 144	Child Development I	3	0	0	3
EDU 145	Child Development II	3	0	0	3
EDU 146	Child Guidance	3	0	0	3
EDU 151	Creative Activities	3	0	0	3
EDU 153	Health, Safety, and Nutrition	3	0	0	3
EDU 221	Children with Exceptionalities	3	0	0	3
EDU 271	Educational Technology	2	2	0	3
EDU 280	Language & Literacy Experiences	3	0	0	3
EDU 284	Early Child Capstone Practicum	1	9	0	4

OTHER MAJOR HOURS (10 Credit Hours)

CIS 110	Introduction to Computers	2	2	0	3
EDU 184	Early Childhood Introductory Practicum	1	3	0	2
EDU 188	Issues in Early Childhood Education	2	0	0	2
EDU 259	Curriculum Planning	3	0	0	3

ELECTIVES (Choose at least 8 Credit Hours)

EDU 157	Active Play	2	2	0	3
EDU 234	Infants, Toddlers, and Twos	3	0	0	3
EDU 253	Music for Children	1	2	0	2
EDU 261	Early Childhood Administration I	3	0	0	3
EDU 262	Early Childhood Administration II	3	0	0	3

TOTAL CREDIT HOURS IN DEGREE 69

Early Childhood Education Diploma

(D55220)

		Class	Lab	Clinic/Exp	Credit
GENERAL EDUCATION REQUIREMENTS (6 Credit Hours)					
ENG 111	Expository Writing	3	0	0	3
Choose one Communications course:					
COM 110	Introduction to Communication	3	0	0	3
COM 120	Introduction to Interpersonal Communication	3	0	0	3
COM 140	Introduction to Intercultural Communication	3	0	0	3
MAJOR HOURS - CORE COURSES (35 Credit Hours)					
EDU 119	Introduction to Early Childhood Education	4	0	0	4
EDU 131	Children, Family, & Community	3	0	0	3
EDU 144	Child Development I	3	0	0	3
EDU 145	Child Development II	3	0	0	3
EDU 146	Child Guidance	3	0	0	3
EDU 151	Creative Activities	3	0	0	3
EDU 153	Health, Safety, & Nutrition	3	0	0	3
EDU 221	Children with Exceptionalities	3	0	0	3
EDU 271	Educational Technology	2	2	0	3
EDU 280	Language & Literacy Experiences	3	0	0	3
EDU 284	Early Child Capstone Practicum	1	9	0	4
OTHER MAJOR HOURS (3 Credit Hours)					
CIS 110	Introduction to Computers	2	2	0	3
TOTAL CREDIT HOURS IN DIPLOMA					44

Early Childhood Education - Preschool Certificate

(C55220C)

		Class	Lab	Clinic/Exp	Credit
EDU 119	Introduction to Early Childhood Education	4	0	0	4
EDU 144	Child Development I	3	0	0	3
EDU 146	Child Guidance	3	0	0	3
EDU 271	Educational Technology	2	2	0	3
EDU 280	Language & Literacy Experiences	3	0	0	3
TOTAL CREDIT HOURS IN CERTIFICATE					16

Early Childhood Education - Administration Certificate

(C55220D)

		Class	Lab	Clinic/Exp	Credit
EDU 119	Introduction to Early Childhood Education	4	0	0	4
EDU 146	Child Guidance	3	0	0	3
EDU 153	Health, Safety and Nutrition	3	0	0	3
EDU 261	Early Childhood Administration I	3	0	0	3
EDU 262	Early Childhood Administration II	3	0	0	3
TOTAL CREDIT HOURS IN CERTIFICATE					16

Early Childhood Education - CDA Credential Certificate

(C55220E)

		Class	Lab	Clinic/Exp	Credit
EDU 119	Introduction to Early Childhood Education	4	0	0	4
EDU 131	Children, Family, & Community	3	0	0	3
EDU 145	Child Development II	3	0	0	3
EDU 146	Child Guidance	3	0	0	3
EDU 153	Health, Safety, & Nutrition	3	0	0	3
EDU 184	Early Childhood Introductory Practicum	1	3	0	2

TOTAL CREDIT HOURS IN CERTIFICATE 18

Electrical/Electronics Technology Degree

(A35220)

The Electrical/Electronics Technology curriculum is designed to provide training for persons interested in the installation and maintenance of electrical/electronic systems found in residential, commercial, and industrial facilities.

Course work, most of which is hands-on, will include such topics as AC/DC theory, basic wiring practices, electronics, programmable logic controllers, industrial motor controls, applications of the National Electric Code, and other subjects as local needs require.

Graduates should qualify for a variety of jobs in the electrical/electronics field as an on-the-job trainee or apprentice assisting in the layout, installation, and maintenance of electrical/electronic systems.

		Class	Lab	Clinic/Exp	Credit
GENERAL EDUCATION REQUIREMENTS (16 Credit Hours)					
ENG 111	Expository Writing	3	0	0	3
Choose one Communications course:					
COM 110	Introduction to Communication	3	0	0	3
COM 120	Introduction to Interpersonal Communication	3	0	0	3
COM 140	Introduction to Intercultural Communication	3	0	0	3
Choose one Humanities/Fine Arts course:					
ART 111	Art Appreciation	3	0	0	3
ART 114	Art History Survey I	3	0	0	3
ART 115	Art History Survey II	3	0	0	3
DRA 122	Oral Interpretation	3	0	0	3
HUM 120	Cultural Studies	3	0	0	3
HUM 130	Myth in Human Culture	3	0	0	3
HUM 220	Human Values and Meaning	3	0	0	3
MUS 110	Music Appreciation	3	0	0	3
PHI 240	Introduction to Ethics	3	0	0	3
REL 110	World Religions	3	0	0	3
REL 211	Introduction to Old Testament	3	0	0	3
REL 212	Introduction to New Testament	3	0	0	3
REL 221	Religion in America	3	0	0	3
Choose one Social/Behavioral Sciences course:					
GEO 111	World Regional Geography	3	0	0	3
HIS 111	World Civilizations I	3	0	0	3
PSY 150	General Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3

Choose one Natural Sciences/Mathematics course set:

MAT 140	Survey of Mathematics	3	0	0	3
MAT 140A	Survey of Mathematics Lab	0	2	0	1
MAT 151	Statistics I	3	0	0	3
MAT 151A	Statistics I Lab	0	2	0	1
MAT 171	Precalculus Algebra	3	0	0	3
MAT 171A	Precalculus Algebra Lab	0	2	0	1

MAJOR HOURS - CORE COURSES (20 Credit Hours)

ELC 112	DC/AC Electricity	3	6	0	5
ELC 113	Basic Wiring I	2	6	0	4
ELC 117	Motors and Controls	2	6	0	4
ELC 128	Introduction to PLC	2	3	0	3
ELN 131	Semiconductor Applications	3	3	0	4

OTHER MAJOR HOURS (27 Credit Hours)

CIS 110	Introduction to Computers	2	2	0	3
DFT 151	CAD I	2	3	0	3
ELC 115	Industrial Wiring	2	6	0	4
ELC 118	National Electrical Code	1	2	0	2
ELN 132	Linear IC Applications	3	3	0	4
ELN 133	Digital Electronics (and)	3	3	0	4
ELN 133A	Digital Electronics Lab	0	3	0	1
ELN 275	Troubleshooting	1	3	0	2
HYD 110	Hydraulics/Pneumatics I	2	3	0	3
ISC 110	Workplace Safety	1	0	0	1

ELECTIVES (Choose at least 5 Credit Hours)

BUS 280	REAL Small Business	2	2	0	3
COE 111	Co-op Work Experience I	0	0	10	1
COE 115	Work Experience Seminar I	1	0	0	1
ELN 231	Industrial Controls	2	3	0	3
NET 125	Networking Basics (CISCO I)	1	4	0	3
NET 126	Routing Basics (CISCO II)	1	4	0	3

TOTAL CREDIT HOURS IN DEGREE 68**Electrical/Electronics Technology Diploma**

(D35220)

		Class	Lab	Clinic/Exp	Credit
GENERAL EDUCATION REQUIREMENTS (7 Credit Hours)					
ENG 111	Expository Writing	3	0	0	3
Choose one Natural Sciences/Mathematics course set:					
MAT 140	Survey of Mathematics	3	0	0	3
MAT 140A	Survey of Mathematics Lab	0	2	0	1
MAT 151	Statistics I	3	0	0	3
MAT 151A	Statistics I Lab	0	2	0	1
MAT 171	Precalculus Algebra	3	0	0	3
MAT 171A	Precalculus Algebra Lab	0	2	0	1
MAJOR HOURS - CORE COURSES (20 Credit Hours)					
ELC 112	DC/AC Electricity	3	6	0	5
ELC 113	Basic Wiring I	2	6	0	4
ELC 117	Motors and Controls	2	6	0	4
ELC 128	Introduction to PLC	2	3	0	3
ELN 131	Semiconductor Applications	3	3	0	4

OTHER MAJOR HOURS (13 Credit Hours)

ELC 115	Industrial Wiring	2	6	0	4
ELC 118	National Electrical Code	1	2	0	2
ELN 133	Digital Electronics (and)	3	3	0	4
ELN 133A	Digital Electronics Lab	0	3	0	1
ELN 275	Troubleshooting	1	3	0	2

TOTAL CREDIT HOURS IN DIPLOMA 40

Electrical/Electronics Technology - Electrical Certificate
(C35220)

		Class	Lab	Clinic/Exp	Credit
ELC 112	DC/AC Electricity	3	6	0	5
ELC 113	Basic Wiring I	2	6	0	4
ELC 115	Industrial Wiring	2	6	0	4
ELC 117	Motors and Controls	2	6	0	4

TOTAL CREDIT HOURS IN CERTIFICATE 17

Electrical/Electronics Technology - Digital Electronics Certificate
(C35220DE)

		Class	Lab	Clinic/Exp	Credit
ELC 112	DC/AC Electricity	3	6	0	5
ELC 118	National Electrical Code	1	2	0	2
ELN 131	Semiconductor Applications	3	3	0	4
ELN 133	Digital Electronics (and)	3	3	0	4
ELN 133A	Digital Electronics Lab	0	3	0	1
ELN 275	Troubleshooting	1	3	0	2

TOTAL CREDIT HOURS IN CERTIFICATE 18

Electrical/Electronics Technology - Industrial Electronics Certificate
(C35220IE)

		Class	Lab	Clinic/Exp	Credit
ELC 112	DC/AC Electricity	3	6	0	5
ELC 113	Basic Wiring I	2	6	0	4
ELC 117	Motors and Controls	2	6	0	4
ELC 118	National Electrical Code	1	2	0	2
ELC 128	Introduction to PLC	2	3	0	3

TOTAL CREDIT HOURS IN CERTIFICATE 18

Entrepreneurship Degree
(A25490)

The Entrepreneurship curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth as self-employed business owners.

Course work includes developing a student's ability to make informed decisions as future business owners. Courses include entrepreneurial concepts learned in innovation and creativity, business funding, and marketing. Additional course work includes computers and economics.

Through these skills, students will have a sound education base in entrepreneurship for lifelong learning. Graduates are prepared to be self-employed and open their own businesses.

		Class	Lab	Clinic/Exp	Credit
GENERAL EDUCATION REQUIREMENTS (16 Credit Hours)					
ENG 111	Expository Writing	3	0	0	3
Choose one Communications course:					
COM 110	Introduction to Communication	3	0	0	3
COM 120	Introduction to Interpersonal Communication	3	0	0	3
COM 140	Introduction to Intercultural Communication	3	0	0	3
Choose one Humanities/Fine Arts course:					
ART 111	Art Appreciation	3	0	0	3
ART 114	Art History Survey I	3	0	0	3
ART 115	Art History Survey II	3	0	0	3
DRA 122	Oral Interpretation	3	0	0	3
HUM 120	Cultural Studies	3	0	0	3
HUM 130	Myth in Human Culture	3	0	0	3
HUM 220	Human Values and Meaning	3	0	0	3
MUS 110	Music Appreciation	3	0	0	3
PHI 240	Introduction to Ethics	3	0	0	3
REL 110	World Religions	3	0	0	3
REL 211	Introduction to Old Testament	3	0	0	3
REL 212	Introduction to New Testament	3	0	0	3
REL 221	Religion in America	3	0	0	3
Choose one Social/Behavioral Sciences course:					
GEO 111	World Regional Geography	3	0	0	3
HIS 111	World Civilizations I	3	0	0	3
PSY 150	General Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
Choose one Natural Sciences/Mathematics course set:					
MAT 140	Survey of Mathematics	3	0	0	3
MAT 140A	Survey of Mathematics Lab	0	2	0	1
MAT 151	Statistics I	3	0	0	3
MAT 151A	Statistics I Lab	0	2	0	1
MAT 171	Precalculus Algebra	3	0	0	3
MAT 171A	Precalculus Algebra Lab	0	2	0	1
MAJOR HOURS - CORE COURSES (29 Credit Hours)					
ACC 120	Principles of Financial Accounting	3	2	0	4
BUS 110	Introduction to Business	3	0	0	3
BUS 139	Entrepreneurship I	3	0	0	3
BUS 280	REAL Small Business	4	0	0	4
CIS 110	Introduction to Computers	2	2	0	3
ECO 252	Principles of Macroeconomics	3	0	0	3
ETR 220	Innovation and Creativity	3	0	0	3
ETR 230	Entrepreneur Marketing	3	0	0	3
ETR 240	Funding for Entrepreneurs	3	0	0	3
OTHER MAJOR HOURS (19 Credit Hours)					
ACC 121	Principles of Managerial Accounting	3	2	0	4
BUS 115	Business Law	3	0	0	3
BUS 125	Personal Finance	3	0	0	3
BUS 152	Human Relations	3	0	0	3
ECM 210	Introduction to Electronic Commerce	2	2	0	3
ETR 270	Entrepreneurship Issues	3	0	0	3

ELECTIVES (Choose at least 3 Credit Hours)

ACC 150	Accounting Software Applications	1	2	0	2
BUS 217	Employment Law and Regulations	3	0	0	3
BUS 220	Purchasing	3	0	0	3
BUS 234	Training and Development	3	0	0	3
CTS 130	Spreadsheet	2	2	0	3
WEB 110	Internet/Web Fundamentals	2	2	0	3

TOTAL CREDIT HOURS IN DEGREE 67

Entrepreneurship Diploma

(D25490)

		Class	Lab	Clinic/Exp	Credit
GENERAL EDUCATION REQUIREMENTS (6 Credit Hours)					
ENG 111	Expository Writing	3	0	0	3
Choose one Communications course:					
COM 110	Introduction to Communication	3	0	0	3
COM 120	Introduction to Interpersonal Communication	3	0	0	3
COM 140	Introduction to Intercultural Communication	3	0	0	3

MAJOR HOURS - CORE COURSES (29 Credit Hours)

ACC 120	Principles of Financial Accounting	3	2	0	4
BUS 110	Introduction to Business	3	0	0	3
BUS 139	Entrepreneurship I	3	0	0	3
BUS 280	REAL Small Business	4	0	0	4
CIS 110	Introduction to Computers	2	2	0	3
ECO 252	Principles of Macroeconomics	3	0	0	3
ETR 220	Innovation and Creativity	3	0	0	3
ETR 230	Entrepreneur Marketing	3	0	0	3
ETR 240	Funding for Entrepreneurs	3	0	0	3

OTHER MAJOR HOURS (3 Credit Hours)

ECM 210	Introduction to Electronic Commerce	2	2	0	3
---------	-------------------------------------	---	---	---	---

TOTAL CREDIT HOURS IN DIPLOMA 38

Entrepreneurship Certificate

(C25490)

		Class	Lab	Clinic/Exp	Credit
BUS 115	Business Law I	3	0	0	3
BUS 152	Human Relations	3	0	0	3
BUS 280	REAL Small Business	4	0	0	4
CIS 110	Introduction to Computers	2	2	0	3
ETR 230	Entrepreneurship Marketing	3	0	0	3

TOTAL CREDIT HOURS IN CERTIFICATE 16

Fire Protection Technology Degree

(A55240)

The Fire Protection Technology curriculum is designed to provide individuals with technical and professional knowledge to make decisions regarding fire protection for both public and private sectors. It also provides a sound foundation for continuous higher learning in fire protection, administration, and management.

Course work includes classroom and laboratory exercises to introduce the student to various aspects of fire protection. Students will learn technical and administrative skills such as hydraulics, hazardous materials, arson investigation, fire protection safety, fire suppression management, law, and codes.

Graduates should qualify for employment or advancement in governmental agencies, industrial firms, insurance rating organizations, educational organizations, and municipal fire departments. Employed persons should have opportunities for skilled and supervisory-level positions within their current organization.

Collaborative Program Offered in Cooperation with Central Piedmont Community College

In this Instructional Service Agreement, students may take general education courses at South Piedmont Community College. Central Piedmont Community College will provide the FIP prefix courses as specified in the CPCC Fire Protection Technology curriculum. Students who successfully complete all requirements of the Fire Protection Technology program will be awarded an Associate in Applied Science Degree by Central Piedmont Community College.

General Occupational Technology Degree (A55280)

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade skills and to earn an associate degree, diploma, and/or certificate by taking courses suited for individual occupational interests and/or needs.

The curriculum content will be customized for students according to occupational interests and needs. A program of study for each student will be selected from any non-developmental level courses offered by the College.

Graduates will become more effective workers, better qualified for advancements within their field of employment, and become qualified for a wide range of entry-level employment opportunities.

Students wishing to major in General Occupational Technology are required to have an approved individualized program of study to enroll in this program. Information may be obtained in the Student Success Division. This program does not meet the standards of the Comprehensive Articulation Agreement with the UNC System and, therefore, is a terminal program and will not transfer to four-year institutions.

All courses must be taken from approved associate of applied science (AAS) degree, diploma, or certificate programs.

Human Services Technology Degree (A45380)

The Human Services Technology curriculum prepares students for entry-level positions in institutions and agencies which provide social, community, and educational services. Along with core courses, students take courses which prepare them for specialization in specific human service areas.

Students will take courses from a variety of disciplines. Emphasis in core courses is placed on development of relevant knowledge, skills, and attitudes in human services. Fieldwork experience will provide opportunities for application of knowledge and skills learned in the classroom.

Graduates should qualify for positions in mental health, child care, family services, social services, rehabilitation, correction, and educational agencies. Graduates choosing to continue their education may select from a variety of transfer programs at senior public and private institutions.

		Class	Lab	Clinic/Exp	Credit
GENERAL EDUCATION REQUIREMENTS (16 Credit Hours)					
ENG 111	Expository Writing	3	0	0	3
Choose one Communications course:					
COM 110	Introduction to Communication	3	0	0	3
COM 120	Introduction to Interpersonal Communication	3	0	0	3
COM 140	Introduction to Intercultural Communication	3	0	0	3
Choose one Humanities/Fine Arts course:					
ART 111	Art Appreciation	3	0	0	3
ART 114	Art History Survey I	3	0	0	3
ART 115	Art History Survey II	3	0	0	3
DRA 122	Oral Interpretation	3	0	0	3
HUM 120	Cultural Studies	3	0	0	3
HUM 130	Myth in Human Culture	3	0	0	3
HUM 220	Human Values and Meaning	3	0	0	3
MUS 110	Music Appreciation	3	0	0	3
PHI 240	Introduction to Ethics	3	0	0	3
REL 110	World Religions	3	0	0	3
REL 211	Introduction to Old Testament	3	0	0	3
REL 212	Introduction to New Testament	3	0	0	3
REL 221	Religion in America	3	0	0	3
Choose one Social/Behavioral Sciences course:					
GEO 111	World Regional Geography	3	0	0	3
HIS 111	World Civilizations I	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
Choose one Natural Sciences/Mathematics course set:					
MAT 140	Survey of Mathematics	3	0	0	3
MAT 140A	Survey of Mathematics Lab	0	2	0	1
MAT 151	Statistics I	3	0	0	3
MAT 151A	Statistics I Lab	0	2	0	1
MAT 171	Precalculus Algebra	3	0	0	3
MAT 171A	Precalculus Algebra Lab	0	2	0	1
MAJOR HOURS - CORE COURSES (25 Credit Hours)					
HSE 110	Introduction to Human Services	2	2	0	3
HSE 112	Group Process I	1	2	0	2
HSE 123	Interviewing Techniques	2	2	0	3
HSE 125	Counseling	2	2	0	3
HSE 210	Human Services Issues	2	0	0	2
HSE 225	Crisis Intervention	3	0	0	3
PSY 150	General Psychology	3	0	0	3
PSY 281	Abnormal Psychology	3	0	0	3
SOC 220	Social Problems	3	0	0	3
OTHER MAJOR HOURS (23 Credit Hours)					
CIS 110	Introduction to Computers	2	2	0	3
GRO 120	Gerontology	3	0	0	3
HSE 160	HSE Clinical Supervision I	1	0	0	1
HSE 162	HSE Clinical Experience I	0	0	6	2
HSE 212	Group Process II	1	2	0	2
HSE 242	Family Systems	3	0	0	3
HSE 260	HSE Clinical Supervision II	1	0	0	1
HSE 262	HSE Clinical Experience II	0	0	6	2
SAB 110	Substance Abuse Overview	3	0	0	3
SWK 113	Working with Diversity	3	0	0	3

ELECTIVES (Choose at least 3 Credit Hours)

HSE 220	Case Management	2	2	0	3
SAB 130	Addictive Behaviors	3	0	0	3
SAB 140	Pharmacology	3	0	0	3
SPA 120	Spanish for the Workplace	3	0	0	3

TOTAL CREDIT HOURS IN DEGREE 67

Human Services Technology Diploma

(D45380)

		Class	Lab	Clinic/Exp	Credit
GENERAL EDUCATION REQUIREMENTS (6 Credit Hours)					
ENG 111	Expository Writing	3	0	0	3
Choose one Communications course:					
COM 110	Introduction to Communication	3	0	0	3
COM 120	Introduction to Interpersonal Communication	3	0	0	3
COM 140	Introduction to Intercultural Communication	3	0	0	3

MAJOR HOURS - CORE COURSES (14 Credit Hours)

HSE 110	Introduction to Human Services	2	2	0	3
HSE 112	Group Process I	1	2	0	2
HSE 123	Interviewing Techniques	2	2	0	3
HSE 125	Counseling	2	2	0	3
HSE 225	Crisis Intervention	3	0	0	3
PSY 150	General Psychology	3	0	0	3

OTHER MAJOR HOURS (14 Credit Hours)

CIS 110	Introduction to Computers	2	2	0	3
GRO 120	Gerontology	3	0	0	3
HSE 212	Group Process II	1	2	0	2
HSE 220	Case Management	2	2	0	3
HSE 242	Family Systems	3	0	0	3

TOTAL CREDIT HOURS IN DIPLOMA 37

Human Services Technology - Substance Abuse Certificate

(C45380)

		Class	Lab	Clinic/Exp	Credit
HSE 110	Introduction to Human Services	2	2	0	3
HSE 225	Crisis Intervention	3	0	0	3
PSY 150	General Psychology	3	0	0	3
SAB 110	Substance Abuse Overview	3	0	0	3
SAB 130	Addictive Behaviors	3	0	0	3
SAB 140	Pharmacology	3	0	0	3

TOTAL CREDIT HOURS IN CERTIFICATE 18

Infant/Toddler Care Certificate

(C55290)

The curriculum prepares individuals to work with children from infancy to three years of age in diverse learning environments. Students will combine learned theories, competency-based knowledge, and practice in actual settings with infants and toddlers.

Course work includes infant/toddler growth and development; physical/nutritional needs of infants and toddlers; safety issues in the care of infants and toddlers; care and guidance; communication skills with families and children; design and implementation of appropriate curriculum; and other related topics.

Graduates should be prepared to plan and implement developmentally appropriate infant/toddler programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Early Head Start Programs, and other infant/toddler programs.

		Class	Lab	Clinic/Exp	Credit
EDU 119	Introduction to Early Childhood Education	4	0	0	4
EDU 131	Child, Family, & Community	3	0	0	3
EDU 144	Child Development I	3	0	0	3
EDU 153	Health, Safety, & Nutrition	3	0	0	3
EDU 184	Early Childhood Introductory Practicum	1	3	0	2
EDU 234	Infants, Toddlers, & Twos	3	0	0	3

TOTAL CREDIT HOURS IN CERTIFICATE..... 18

Licensed Practical Nurse Refresher Certificate

(C45390)

The Licensed Practical Nurse Refresher curriculum provides a refresher course for individuals previously licensed as Practical Nurses and who are ineligible for reentry into nursing practice due to a lapse in licensure for five or more years. *Individuals entering this curriculum must have been previously licensed as a Practical Nurse.*

Course work includes common medical-surgical conditions and nursing approaches to their management, including mental health principles, pharmacological concepts, and safe clinical nursing practice.

Graduates will be eligible to apply for reinstatement of licensure by the North Carolina Board of Nursing. Employment opportunities include hospitals, long term care facilities, clinics, physicians' offices, industry, and community health agencies.

		Class	Lab	Clinic/Exp	Credit
NUR 107	LPN Refresher	9	0	9	12

TOTAL CREDIT HOURS IN CERTIFICATE 12

Mechanical Engineering Technology Diploma

(D40320)

(This program is offered on campus primarily only in the evenings.)

The Mechanical Engineering Technology curriculum prepares graduates for employment as technicians in the diversified mechanical and manufacturing engineering fields. Mechanical Engineering technicians assist in design, development, testing, process design and improvement, and troubleshooting and repair of engineered systems. Emphasis is placed on the integration of theory and hands-on application of engineering principles.

In addition to course work in engineering graphics, engineering fundamentals, materials and manufacturing processes, mathematics, and physics, students will study computer applications, critical thinking, planning and problem solving, and oral and written communications.

Graduates of the curriculum will find employment opportunities in the manufacturing or service sectors of engineering technology. Engineering technicians may obtain professional certification by application to organizations such as ASQC, SME, and NICET.

		Class	Lab	Clinic/Exp	Credit
GENERAL EDUCATION REQUIREMENTS (7 Credit Hours)					
ENG 111	Expository Writing	3	0	0	3
MAT 171	Precalculus Algebra	3	0	0	3
MAT 171A	Precalculus Algebra Lab	0	2	0	1
MAJOR HOURS - CORE COURSES (15 Credit Hours)					
DDF 211	Design Process I	1	6	0	4
DFT 151	CAD I	2	3	0	3
DFT 152	CAD II	2	3	0	3
ISC 112	Industrial Safety	2	0	0	2
MEC 111	Machine Processes I	1	4	0	3
OTHER MAJOR HOURS (7 Credit Hours)					
BPR 111	Blueprint Reading (or)	2	0	0	2
CIS 110	Introduction to Computers	2	2	0	3
DFT 111	Technical Drafting I	1	3	0	2
ELECTIVES (Choose at least 10 Credit Hours)					
COE 111	Co-op Work Experience I (and)	0	0	10	1
COE 115	Work Experience Seminar I	1	0	0	1
DDF 212	Design Process II	1	6	0	4
DDF 214	Tool Design	2	4	0	4
DFT 153	CAD III	2	3	0	3
DFT 154	Introduction to Solid Modeling	2	3	0	3
ISC 128	Industrial Leadership	2	0	0	2
MAT 172	Precalculus Trigonometry	3	0	0	3
MAT 172A	Precalculus Trigonometry Lab	0	2	0	1
MEC 112	Machine Processes II	2	3	0	3
MEC 172	Introduction to Metallurgy	2	2	0	3
TOTAL CREDIT HOURS IN DIPLOMA					39

Mechanical Engineering Technology - Design Certificate (C40320B)

(This program is offered only at Brown Creek Correctional Institution prison facility.)

		Class	Lab	Clinic/Exp	Credit
DDF 211	Design Process I	1	6	0	4
DDF 212	Design Process II	1	6	0	4
DDF 214	Tool Design	2	4	0	4
DFT 154	Introduction to Solid Modeling	2	3	0	3
MEC 111	Machine Processes I	1	4	0	3
TOTAL CREDIT HOURS IN CERTIFICATE					18

Mechanical Engineering Technology - Drafting Certificate (C40320A)

(This program is offered on campus in the evenings only.)

		Class	Lab	Clinic/Exp	Credit
BPR 111	Blueprint Reading	1	2	0	2
CIS 110	Introduction to Computers	2	2	0	3
DFT 111	Technical Drafting I	1	3	0	2
DFT 151	CAD I	2	3	0	3
DFT 152	CAD II	2	3	0	3
DFT 153	CAD III	2	3	0	3

TOTAL CREDIT HOURS IN CERTIFICATE 16

Mechanical Engineering Technology - Industrial Practices Certificate (C40320D)

(This program is offered only at Brown Creek Correctional Institution prison facility.)

		Class	Lab	Clinic/Exp	Credit
ISC 112	Industrial Safety	2	0	0	2
ISC 128	Industrial Leadership	2	0	0	2
MEC 111	Machine Processes I	1	4	0	3
MEC 112	Machine Processes II	2	3	0	3
MEC 172	Introduction to Metallurgy	2	2	0	3

TOTAL CREDIT HOURS IN CERTIFICATE 13

Medical Assisting Degree (A45400)

The Medical Assisting curriculum prepares multi-skilled health care professionals qualified to perform administrative, clinical, and laboratory procedures.

Course work includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, medical transcription, computer operations; assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care.

Graduates of CAAHEP-accredited medical assisting programs may be eligible to sit for the American Association of Medical Assistants' Certification Examination to become Certified Medical Assistants. Employment opportunities include physicians' offices, health maintenance organizations, health departments, and hospitals.

The South Piedmont Community College Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE).

Commission on Accreditation of Allied Health Education Programs, 35 E. Wacker Dr., Ste. 1970, Chicago, IL 60601-2208, phone 312-553-9355.

		Class	Lab	Clinic/Exp	Credit
GENERAL EDUCATION REQUIREMENTS (16 Credit Hours)					
ENG 111	Expository Writing	3	0	0	3
PSY 150	General Psychology	3	0	0	3

Choose one Communications course:

COM 110	Introduction to Communication	3	0	0	3
COM 120	Introduction to Interpersonal Communication	3	0	0	3
COM 140	Introduction to Intercultural Communication	3	0	0	3

Choose one Humanities/Fine Arts course:

ART 111	Art Appreciation	3	0	0	3
ART 114	Art History Survey I	3	0	0	3
ART 115	Art History Survey II	3	0	0	3
DRA 122	Oral Interpretation	3	0	0	3
HUM 120	Cultural Studies	3	0	0	3
HUM 130	Myth in Human Culture	3	0	0	3
HUM 220	Human Values and Meaning	3	0	0	3
MUS 110	Music Appreciation	3	0	0	3
PHI 240	Introduction to Ethics	3	0	0	3
REL 110	World Religions	3	0	0	3
REL 211	Introduction to Old Testament	3	0	0	3
REL 212	Introduction to New Testament	3	0	0	3
REL 221	Religion in America	3	0	0	3

Choose one Natural Sciences/Mathematics course set:

MAT 140	Survey of Mathematics	3	0	0	3
MAT 140A	Survey of Mathematics Lab	0	2	0	1
MAT 151	Statistics I	3	0	0	3
MAT 151A	Statistics I Lab	0	2	0	1
MAT 171	Precalculus Algebra	3	0	0	3
MAT 171A	Precalculus Algebra Lab	0	2	0	1

MAJOR HOURS - CORE COURSES (34 Credit Hours)

BIO 163	Basic Anatomy & Physiology	4	2	0	5
MED 110	Orientation to Medical Assisting	1	0	0	1
MED 121	Medical Terminology I	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
MED 130	Administrative Office Procedures I	1	2	0	2
MED 131	Administrative Office Procedures II	1	2	0	2
MED 140	Exam Room Procedures I	3	4	0	5
MED 150	Laboratory Procedures I	3	4	0	5
MED 260	MED Clinical Externship	0	0	15	5
OST 149	Medical/Legal Issues	3	0	0	3

OTHER MAJOR HOURS (13 Credit Hours)

BIO 271	Pathophysiology	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
MED 112	Orientation to Clinical Setting I	0	3	0	1
MED 262	Clinical Perspectives	1	0	0	1
MED 264	Medical Assisting Overview	2	0	0	2
MED 272	Drug Therapy	3	0	0	3

ELECTIVES (Choose at least 6 Credit Hours)

ACC 120	Principles of Financial Accounting	3	2	0	4
ACC 140	Payroll Accounting	1	2	0	2
ACC 150	Accounting Software Applications	1	2	0	2
BUS 137	Principles of Management	3	0	0	3
COE 111	Co-op Work Experience I	0	0	10	1
OST 131	Keyboarding	1	2	0	2
OST 148	Medical Coding, Billing, & Insurance	3	0	0	3

TOTAL CREDIT HOURS IN DEGREE 69

Medical Assisting Diploma (D45400)

		Class	Lab	Clinic/Exp	Credit
GENERAL EDUCATION REQUIREMENTS (6 Credit Hours)					
ENG 111	Expository Writing	3	0	0	3
Choose one Communications course:					
COM 110	Introduction to Communication	3	0	0	3
COM 120	Introduction to Interpersonal Communication	3	0	0	3
COM 140	Introduction to Intercultural Communication	3	0	0	3
MAJOR HOURS - CORE COURSES (34 Credit Hours)					
BIO 163	Basic Anatomy & Physiology	4	2	0	5
MED 110	Orientation to Medical Assisting	1	0	0	1
MED 121	Medical Terminology I	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
MED 130	Administrative Office Procedures I	1	2	0	2
MED 131	Administrative Office Procedures II	1	2	0	2
MED 140	Exam Room Procedures I	3	4	0	5
MED 150	Laboratory Procedures I	3	4	0	5
MED 260	MED Clinical Externship	0	0	15	5
OST 149	Medical/Legal Issues	3	0	0	3
OTHER MAJOR HOURS (7 Credit Hours)					
CIS 110	Introduction to Computers	2	2	0	3
MED 112	Orientation to Clinical Setting I	0	3	0	1
MED 262	Clinical Perspectives	1	0	0	1
MED 264	Medical Assisting Overview	2	0	0	2
TOTAL CREDIT HOURS IN DIPLOMA					47

Medical Assisting - Medical Laboratory Assistant (MLA) Certificate (C45400A)

		Class	Lab	Clinic/Exp	Credit
COE 111	Co-op Work Experience I	0	0	10	1
MED 110	Orientation to Medical Assisting	1	0	0	1
MED 112	Orientation to Clinical Setting I	0	3	0	1
MED 121	Medical Terminology I	3	0	0	3
MED 130	Administrative Office Procedures I	1	2	0	2
MED 150	Laboratory Procedures I	3	4	0	5
OST 149	Medical/Legal Issues	3	0	0	3
TOTAL CREDIT HOURS IN CERTIFICATE					16

Medical Office Administration Degree (A25310)

This curriculum prepares individuals for employment in medical and other health-care related offices.

Course work will include medical terminology; information systems; office management; medical coding, billing, and insurance; legal and ethical issues; and formatting and word processing. Students will learn administrative and support functions and develop skills applicable in medical environments.

Employment opportunities are available in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other health-care related organizations.

		Class	Lab	Clinic/Exp	Credit
GENERAL EDUCATION REQUIREMENTS (17 Credit Hours)					
BIO 163	Basic Anatomy & Physiology	4	2	0	5
ENG 111	Expository Writing	3	0	0	3
Choose one Communications course:					
COM 110	Introduction to Communication	3	0	0	3
COM 120	Introduction to Interpersonal Communication	3	0	0	3
COM 140	Introduction to Intercultural Communication	3	0	0	3
Choose one Humanities/Fine Arts course:					
ART 111	Art Appreciation	3	0	0	3
ART 114	Art History Survey I	3	0	0	3
ART 115	Art History Survey II	3	0	0	3
DRA 122	Oral Interpretation	3	0	0	3
HUM 120	Cultural Studies	3	0	0	3
HUM 130	Myth in Human Culture	3	0	0	3
HUM 220	Human Values and Meaning	3	0	0	3
MUS 110	Music Appreciation	3	0	0	3
PHI 240	Introduction to Ethics	3	0	0	3
REL 110	World Religions	3	0	0	3
REL 211	Introduction to Old Testament	3	0	0	3
REL 212	Introduction to New Testament	3	0	0	3
REL 221	Religion in America	3	0	0	3
Choose one Social/Behavioral Sciences course:					
GEO 111	World Regional Geography	3	0	0	3
HIS 111	World Civilizations I	3	0	0	3
PSY 150	General Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
MAJOR HOURS - CORE COURSES (28 Credit Hours)					
CIS 110	Introduction to Computers	2	2	0	3
MED 121	Medical Terminology I	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
MED 130	Administrative Office Procedures I	1	2	0	2
OST 131	Keyboarding	1	2	0	2
OST 134	Text Entry & Formatting	2	3	0	3
OST 148	Medical Coding, Billing, & Insurance	3	0	0	3
OST 149	Medical Legal Issues	3	0	0	3
OST 164	Text Editing Applications	3	0	0	3
OST 243	Medical Office Simulation	2	2	0	3
OTHER MAJOR HOURS (20 Credit Hours)					
ACC 120	Principles of Financial Accounting	3	2	0	4
BUS 121	Business Math	2	2	0	3
COE 111	Co-op Work Experience I	0	0	10	1
COE 115	Work Experience Seminar I	1	0	0	1
CTS 130	Spreadsheet	2	2	0	3
MED 131	Administrative Office Procedures II	1	2	0	2
OST 184	Records Management	2	2	0	3
OST 286	Professional Development	3	0	0	3
ELECTIVES (Choose at least 5 Credit Hours)					
BIO 271	Pathophysiology	3	0	0	3
HIT 212	ICD-9-CM Coding Classifications	3	3	0	4
HIT 214	CPT/Other Coding Systems	1	3	0	2
OST 136	Word Processing	2	2	0	3

OST 236	Advanced Word/Information Processing	2	2	0	3
OST 241	Medical Office Transcription I	1	2	0	2
OST 242	Medical Office Transcription II	1	2	0	2
OST 247	Procedure Coding	1	2	0	2
OST 248	Diagnostic Coding	1	2	0	2
OST 249	CPC Certification	3	2	0	4
TOTAL CREDIT HOURS IN DEGREE					70

Medical Office Administration - Medical Insurance Coding Diploma (D25310)

		Class	Lab	Clinic/Exp	Credit
GENERAL EDUCATION REQUIREMENTS (8 Credit Hours)					
BIO 163	Basic Anatomy & Physiology	4	2	0	5
ENG 111	Expository Writing	3	0	0	3
MAJOR HOURS - CORE COURSES (28 Credit Hours)					
CIS 110	Introduction to Computers	2	2	0	3
MED 121	Medical Terminology I	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
MED 130	Administrative Office Procedures I	1	2	0	2
OST 131	Keyboarding	1	2	0	2
OST 134	Text Entry and Formatting	2	3	0	3
OST 148	Medical Coding, Billing, & Insurance	3	0	0	3
OST 149	Medical Legal Issues	3	0	0	3
OST 164	Text Editing Applications	3	0	0	3
OST 243	Medical Office Simulation	2	2	0	3
OTHER MAJOR HOURS (5 Credit Hours)					
BIO 271	Pathophysiology	3	0	0	3
MED 131	Administrative Office Procedures II	1	2	0	2
ELECTIVES (Choose at least 4 Credit Hours of one set of OST or HIT)					
HIT 212	ICD-9-CM Coding Classifications	3	3	0	4
HIT 214	CPT/Other Coding Systems	1	3	0	2
OST 247	Procedure Coding	1	2	0	2
OST 248	Diagnostic Coding	1	2	0	2
OST 249	CPC Certification	3	2	0	4
TOTAL CREDIT HOURS IN DIPLOMA					45

Medical Office Administration Certificate (C25310)

		Class	Lab	Clinic/Exp	Credit
CIS 110	Introduction to Computers	2	2	0	3
MED 121	Medical Terminology I	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
MED 130	Administrative Office Procedures I	1	2	0	2
MED 131	Administrative Office Procedures II	1	2	0	2
OST 131	Keyboarding	1	2	0	2
OST 149	Medical Legal Issues	3	0	0	3
TOTAL CREDIT HOURS IN CERTIFICATE					18

Medical Office Administration - Transcription Certificate

(C25310T)

(Proficiency in keyboarding is recommended.)

		Class	Lab	Clinic/Exp	Credit
BIO 163	Basic Anatomy & Physiology	4	2	0	5
MED 121	Medical Terminology I	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
OST 164	Text Editing Applications	3	0	0	3
OST 241	Medical Office Transcription I	1	2	0	2
OST 242	Medical Office Transcription II	1	2	0	2

TOTAL CREDIT HOURS IN CERTIFICATE 18

Medical Sonography Degree

(A45440)

The Medical Sonography curriculum provides knowledge and clinical skills in the application of high frequency sound waves to image internal body structures.

Course work includes physics, cross-sectional anatomy, abdominal, introductory vascular, and obstetrical/gynecological sonography. Competencies are attained in identification of normal anatomy and pathological processes, use of equipment, fetal growth and development, integration of related imaging, and patient interaction skills.

Graduates of accredited programs may be eligible to take examinations in ultrasound physics and instrumentation and specialty examinations administered by the American Registry of Diagnostic Medical Sonographers and find employment in clinics, physicians' offices, mobile services, hospitals, and educational institutions.

		Class	Lab	Clinic/Exp	Credit
GENERAL EDUCATION REQUIREMENTS (16 Credit Hours)					
ENG 111	Expository Writing	3	0	0	3
Choose one Communications course:					
COM 110	Introduction to Communication	3	0	0	3
COM 120	Introduction to Interpersonal Communication	3	0	0	3
COM 140	Introduction to Intercultural Communication	3	0	0	3
Choose one Humanities/Fine Arts course:					
ART 111	Art Appreciation	3	0	0	3
ART 114	Art History Survey I	3	0	0	3
ART 115	Art History Survey II	3	0	0	3
DRA 122	Oral Interpretation	3	0	0	3
HUM 120	Cultural Studies	3	0	0	3
HUM 130	Myth in Human Culture	3	0	0	3
HUM 220	Human Values and Meaning	3	0	0	3
MUS 110	Music Appreciation	3	0	0	3
PHI 240	Introduction to Ethics	3	0	0	3
REL 110	World Religions	3	0	0	3
REL 211	Introduction to Old Testament	3	0	0	3
REL 212	Introduction to New Testament	3	0	0	3
REL 221	Religion in America	3	0	0	3
Choose one Social/Behavioral Sciences course:					
PSY 150	General Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3

Choose one Natural Sciences/Mathematics course set:

MAT 151	Statistics I	3	0	0	3
MAT 151A	Statistics I Lab	0	2	0	1
MAT 171	Precalculus Algebra	3	0	0	3
MAT 171A	Precalculus Algebra Lab	0	2	0	1

MAJOR HOURS - CORE COURSES (54 Credit Hours)

BIO 163	Basic Anatomy & Physiology	4	2	0	5
SON 110	Introduction to Sonography	1	3	3	3
SON 111	Sonographic Physics	3	3	0	4
SON 120	SON Clinical Education I	0	0	15	5
SON 121	SON Clinical Education II	0	0	15	5
SON 130	Abdominal Sonography I	2	3	0	3
SON 131	Abdominal Sonography II	1	3	0	2
SON 140	Gynecologic Sonography	2	0	0	2
SON 220	SON Clinical Education III	0	0	24	8
SON 221	SON Clinical Education IV	0	0	24	8
SON 225	Case Studies	0	3	0	1
SON 241	Obstetrical Sonography I	2	0	0	2
SON 242	Obstetrical Sonography II	2	0	0	2
SON 250	Vascular Sonography	1	3	0	2
SON 289	Sonographic Topics	2	0	0	2

OTHER MAJOR HOURS (6 Credit Hours)

SON 276	Fetal Echocardiology	1	0	0	1
SON 278	Embryology in Sonography	1	0	0	1

Choose one PHY course:

PHY 110	Conceptual Physics (and)	3	0	0	3
PHY 110A	Conceptual Physics Lab	0	2	0	1
PHY 151	College Physics I	3	2	0	4

TOTAL CREDIT HOURS IN DEGREE 76

Paralegal Technology Degree

(A25380)

The Paralegal Technology curriculum prepares individuals to work under the supervision of attorneys by performing routine legal tasks and assisting with substantive legal work. A paralegal/legal assistant may not practice law, give legal advice, or represent clients in a court of law.

Course work includes substantive and procedural legal knowledge in the areas of civil litigation, legal research and writing, real estate, family law, wills, estates, trusts, and commercial law. Required courses also include subjects such as English, mathematics, and computer utilization.

Graduates are trained to assist attorneys in probate work, investigations, public records search, drafting and filing legal documents, research, and office management. Employment opportunities are available in private law firms, governmental agencies, banks, insurance agencies, and other business organizations.

		Class	Lab	Clinic/Exp	Credit
GENERAL EDUCATION REQUIREMENTS (16 Credit Hours)					
ENG 111	Expository Writing	3	0	0	3
Choose one Communications course:					
COM 110	Introduction to Communication	3	0	0	3
COM 120	Introduction to Interpersonal Communication	3	0	0	3
COM 140	Introduction to Intercultural Communication	3	0	0	3

Choose one Humanities/Fine Arts course:

ART 111	Art Appreciation	3	0	0	3
ART 114	Art History Survey I	3	0	0	3
ART 115	Art History Survey II	3	0	0	3
DRA 122	Oral Interpretation	3	0	0	3
HUM 120	Cultural Studies	3	0	0	3
HUM 130	Myth in Human Culture	3	0	0	3
HUM 220	Human Values and Meaning	3	0	0	3
MUS 110	Music Appreciation	3	0	0	3
PHI 240	Introduction to Ethics	3	0	0	3
REL 110	World Religions	3	0	0	3
REL 211	Introduction to Old Testament	3	0	0	3
REL 212	Introduction to New Testament	3	0	0	3
REL 221	Religion in America	3	0	0	3

Choose one Social/Behavioral Sciences course:

GEO 111	World Regional Geography	3	0	0	3
HIS 111	World Civilizations I	3	0	0	3
PSY 150	General Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3

Choose one Natural Sciences/Mathematics course set:

MAT 140	Survey of Mathematics	3	0	0	3
MAT 140A	Survey of Mathematics Lab	0	2	0	1
MAT 151	Statistics I	3	0	0	3
MAT 151A	Statistics I Lab	0	2	0	1
MAT 171	Precalculus Algebra	3	0	0	3
MAT 171A	Precalculus Algebra Lab	0	2	0	1

MAJOR HOURS - CORE COURSES (23 Credit Hours)

LEX 110	Introduction to Paralegal Study	2	0	0	2
LEX 120	Legal Research/Writing I	2	2	0	3
LEX 130	Civil Injuries	3	0	0	3
LEX 140	Civil Litigation I	3	0	0	3
LEX 150	Commercial Law I	2	2	0	3
LEX 210	Real Property I	3	0	0	3
LEX 240	Family Law	3	0	0	3
LEX 250	Wills, Estates, & Trusts	2	2	0	3

OTHER MAJOR HOURS (23 Credit Hours)

ACC 120	Principles of Financial Accounting	3	2	0	4
CIS 110	Introduction to Computers	2	2	0	3
CJC 131	Criminal Law	3	0	0	3
LEX 141	Civil Litigation II	2	2	0	3
LEX 211	Real Property II	1	4	0	3
LEX 220	Corporate Law	2	0	0	2
LEX 280	Ethics & Professionalism	2	0	0	2
OST 136	Word Processing	2	2	0	3

ELECTIVES (Choose at least 3 Credit Hours)

ACC 129	Individual Income Taxes	2	2	0	3
CJC 132	Court Procedure & Evidence	3	0	0	3
CJC 231	Constitutional Law	3	0	0	3
COE 111	Co-op Work Experience I	0	0	10	1
COE 115	Work Experience Seminar I	1	0	0	1

TOTAL CREDIT HOURS IN DEGREE 65

Paralegal Technology Diploma

(D25380)

		Class	Lab	Clinic/Exp	Credit
GENERAL EDUCATION REQUIREMENTS (6 Credit Hours)					
ENG 111	Expository Writing	3	0	0	3
PSY 150	General Psychology	3	0	0	3
MAJOR HOURS - CORE COURSES (14 Credit Hours)					
LEX 110	Introduction to Paralegal Study	2	0	0	2
LEX 120	Legal Research/Writing I	2	2	0	3
LEX 130	Civil Injuries	3	0	0	3
LEX 140	Civil Litigation I	3	0	0	3
LEX 150	Commercial Law	2	2	0	3
OTHER MAJOR HOURS (11 Credit Hours)					
CIS 110	Introduction to Computers	2	2	0	3
LEX 141	Civil Litigation II	2	2	0	3
LEX 280	Ethics & Professionalism	2	0	0	2
OST 136	Word Processing	2	2	0	3
ELECTIVES (Choose at least 6 Credit Hours)					
CJC 131	Criminal Law	3	0	0	3
LEX 210	Real Property I	3	0	0	3
LEX 211	Real Property II	1	4	0	3
LEX 220	Corporate Law	2	0	0	2
LEX 240	Family Law	3	0	0	3
LEX 250	Wills, Estates, & Trusts	2	2	0	3
TOTAL CREDIT HOURS IN DIPLOMA					37

Paralegal Technology Certificate

(C25380)

		Class	Lab	Clinic/Exp	Credit
LEX 110	Introduction to Paralegal Study	2	0	0	2
LEX 120	Legal Research/Writing I	2	2	0	3
LEX 210	Real Property I	3	0	0	3
LEX 220	Corporate Law	2	0	0	2
LEX 240	Family Law	3	0	0	3
LEX 250	Wills, Estates, & Trusts	2	2	0	3
LEX 280	Ethics & Professionalism	2	0	0	2
TOTAL CREDIT HOURS IN CERTIFICATE					18

Practical Nursing Diploma

(D45660)

The Practical Nursing curriculum prepares individuals with the knowledge and skills to provide nursing care to children and adults.

Students will participate in assessment, planning, implementing, and evaluating nursing care.

Graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-PN) which is required for practice as a Licensed Practical Nurse. Employment opportunities include hospitals, rehabilitation/long term care/home health facilities, clinics, and physicians' offices.

		Class	Lab	Clinic/Exp	Credit
GENERAL EDUCATION REQUIREMENTS (6 Credit Hours)					
ENG 111	Expository Writing	3	0	0	3
PSY 150	General Psychology	3	0	0	3
MAJOR HOURS - CORE COURSES (33 Credit Hours)					
NUR 101	Practical Nursing I	7	6	6	11
NUR 102	Practical Nursing II	8	0	12	12
NUR 103	Practical Nursing III	6	0	12	10
OTHER MAJOR HOURS (9 Credit Hours)					
BIO 163	Basic Anatomy and Physiology	4	2	0	5
NUR 117	Pharmacology	1	3	0	2
NUR 118	Nutrition and Diet Therapy	2	2	0	2
TOTAL CREDIT HOURS IN DIPLOMA					48

Radiation Therapy Technology Degree

(A45680)

The Radiation Therapy Technology curriculum is designed to train students to work in conjunction with nurses, physicists, and physicians in the application of prescribed doses of ionizing radiation for the treatment of disease, primarily cancer.

Course work includes physics, anatomy and physiology, dosimetry, and clinical oncology. The student will be skilled in treatment management, administration of prescribed radiation treatment, and provision of patient support.

Graduates may be eligible to sit for the National Radiation Therapy Exam, given by the American Registry of Radiologic Technologists. Employment opportunities can be found in hospitals and freestanding cancer centers.

		Class	Lab	Clinic/Exp	Credit
GENERAL EDUCATION REQUIREMENTS (17 Credit Hours)					
BIO 163	Basic Anatomy & Physiology	4	2	0	5
ENG 111	Expository Writing	3	0	0	3
PSY 150	General Psychology	3	0	0	3
Choose one Communications course:					
COM 110	Introduction to Communication	3	0	0	3
COM 120	Introduction to Interpersonal Communication	3	0	0	3
COM 140	Introduction to Intercultural Communication	3	0	0	3
Choose one Humanities/Fine Arts course:					
ART 111	Art Appreciation	3	0	0	3
ART 114	Art History Survey I	3	0	0	3
ART 115	Art History Survey II	3	0	0	3
DRA 122	Oral Interpretation	3	0	0	3
HUM 120	Cultural Studies	3	0	0	3
HUM 130	Myth in Human Culture	3	0	0	3
HUM 220	Human Values and Meaning	3	0	0	3
MUS 110	Music Appreciation	3	0	0	3
PHI 240	Introduction to Ethics	3	0	0	3
REL 110	World Religions	3	0	0	3
REL 211	Introduction to Old Testament	3	0	0	3
REL 212	Introduction to New Testament	3	0	0	3
REL 221	Religion in America	3	0	0	3

MAJOR HOURS - CORE COURSES (51 Credit Hours)

RTT 120	Radiation Therapy Positioning	2	2	0	3
RTT 121	Special Imaging	2	0	0	2
RTT 150	Radiation Therapy Orientation	3	0	0	3
RTT 151	RTT Clinical Education I	0	0	15	5
RTT 161	RTT Clinical Education II	0	0	9	3
RTT 210	Radiobiology	2	0	0	2
RTT 221	Clinical Oncology I	3	0	0	3
RTT 222	Clinical Oncology II	3	0	0	3
RTT 230	General RAD THRY Physics	3	0	0	3
RTT 231	Dosimetry	3	0	0	3
RTT 232	Radiation Therapy Procedures	2	0	0	2
RTT 238	RTT Clinical Education III	0	2	15	6
RTT 239	RTT Clinical Education IV	0	2	18	7
RTT 246	RTT Clinical Education V	0	0	18	6

OTHER MAJOR HOURS (8 Credit Hours)

BIO 271	Pathophysiology	3	0	0	3
CIS 110	Introduction to Computers	2	2	0	3
RAD 131	Radiographic Physics I	1	3	0	2

TOTAL CREDIT HOURS IN DEGREE 76

School-Age Education Degree

(A55440)

This curriculum prepares individuals to work with children in elementary through middle grades in diverse learning environments. Students will combine learned theories with practice in actual settings with school-age children under the supervision of qualified teachers.

Course work includes child growth/development; computer technology in education; physical/nutritional needs of school-age children; care and guidance of school-age children; and communication skills with families and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of school-age populations.

Graduates are prepared to plan and implement developmentally appropriate programs in school-aged environments. Employment opportunities include school-age teachers in child care programs, before/after-school programs, paraprofessional positions in public/private schools, recreational centers, and other programs that work with school-age populations.

		Class	Lab	Clinic/Exp	Credit
GENERAL EDUCATION REQUIREMENTS (16 Credit Hours)					
ENG 111	Expository Writing	3	0	0	3
Choose one Communications course:					
COM 110	Introduction to Communication	3	0	0	3
COM 120	Introduction to Interpersonal Communication	3	0	0	3
COM 140	Introduction to Intercultural Communication	3	0	0	3
Choose one Humanities/Fine Arts course:					
ART 111	Art Appreciation	3	0	0	3
ART 114	Art History Survey I	3	0	0	3
ART 115	Art History Survey II	3	0	0	3
DRA 122	Oral Interpretation	3	0	0	3
HUM 120	Cultural Studies	3	0	0	3
HUM 130	Myth in Human Culture	3	0	0	3
HUM 220	Human Values and Meaning	3	0	0	3
MUS 110	Music Appreciation	3	0	0	3

PHI 240	Introduction to Ethics	3	0	0	3
REL 110	World Religions	3	0	0	3
REL 211	Introduction to Old Testament	3	0	0	3
REL 212	Introduction to New Testament	3	0	0	3
REL 221	Religion in America	3	0	0	3

Choose one Social/Behavioral Sciences course:

GEO 111	World Regional Geography	3	0	0	3
HIS 111	World Civilizations I	3	0	0	3
PSY 150	General Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3

Choose one Natural Sciences/Mathematics course set:

MAT 140	Survey of Mathematics	3	0	0	3
MAT 140A	Survey of Mathematics Lab	0	2	0	1
MAT 151	Statistics I	3	0	0	3
MAT 151A	Statistics I Lab	0	2	0	1
MAT 171	Precalculus Algebra	3	0	0	3
MAT 171A	Precalculus Algebra Lab	0	2	0	1

MAJOR HOURS - CORE COURSES (27 Credit Hours)

EDU 118	Principles and Practices of Instructional Assistant	3	0	0	3
EDU 131	Children, Family, and Community	3	0	0	3
EDU 144	Child Development I	3	0	0	3
EDU 145	Child Development II	3	0	0	3
EDU 163	Classroom Management & Instruction	3	0	0	3
EDU 221	Children with Exceptionalities	3	0	0	3
EDU 271	Educational Technology	2	2	0	3
EDU 285	Internship Experience School-Age	1	0	9	4
EDU 289	Advocacy Issues/School-Age Populations	2	0	0	2

OTHER MAJOR HOURS (18 Credit Hours)

CIS 110	Introduction to Computers	2	2	0	3
EDU 119	Introduction to Early Childhood Education	4	0	0	4
EDU 146	Child Guidance	3	0	0	3
EDU 153	Health, Safety, & Nutrition	3	0	0	3
EDU 275	Effective Teacher Training	2	0	0	2
EDU 280	Language & Literacy Experiences	3	0	0	3

ELECTIVES (Choose at least 9 Credit Hours)

EDU 154	Social/Emotional/Behavioral Development	3	0	0	3
EDU 157	Active Play	2	2	0	3
EDU 222	Learners with Behavioral Disorders	3	0	0	3
EDU 223	Specific Learning Disabilities	3	0	0	3
EDU 235	School-Age Development and Program	3	0	0	3
EDU 247	Sensory and Physical Disabilities	3	0	0	3
EDU 248	Developmental Delays	3	0	0	3

TOTAL CREDIT HOURS IN DEGREE 70

School-Age Education Diploma (D55440)

		Class	Lab	Clinic/Exp	Credit
GENERAL EDUCATION REQUIREMENTS (6 Credit Hours)					
ENG 111	Expository Writing	3	0	0	3
Choose one Communications course:					
COM 110	Introduction to Communication	3	0	0	3
COM 120	Introduction to Interpersonal Communication	3	0	0	3
COM 140	Introduction to Intercultural Communication	3	0	0	3
MAJOR HOURS - CORE COURSES (25 Credit Hours)					
EDU 118	Principles and Practices of Instructional Assistant	3	0	0	3
EDU 131	Children, Family, & Community	3	0	0	3
EDU 144	Child Development I	3	0	0	3
EDU 145	Child Development II	3	0	0	3
EDU 163	Classroom Management and Instruction	3	0	0	3
EDU 221	Children with Exceptionalities	3	0	0	3
EDU 271	Educational Technology	2	2	0	3
EDU 285	Internship Experience School-Age	1	0	9	4
OTHER MAJOR HOURS (9 Credit Hours)					
CIS 110	Introduction to Computers	2	2	0	3
EDU 146	Child Guidance	3	0	0	3
EDU 153	Health, Safety, & Nutrition	3	0	0	3
ELECTIVES (Choose at least 3 Credit Hours)					
EDU 119	Introduction to Early Childhood Educations	4	0	0	4
EDU 154	Social/Emotional/Behavioral Development	3	0	0	3
EDU 222	Learners with Behavioral Disorders	3	0	0	3
EDU 235	School-Age Development and Program	3	0	0	3
TOTAL CREDIT HOURS IN DIPLOMA					43

School-Age Education Certificate (C55440A)

		Class	Lab	Clinic/Exp	Credit
EDU 118	Principles and Practices of Instructional Assistant	3	0	0	3
EDU 119	Introduction to Early Childhood Education	4	0	0	4
EDU 145	Child Development II	3	0	0	3
EDU 157	Active Play	2	2	0	3
EDU 235	School-Age Development and Program	3	0	0	3
EDU 289	Advocacy Issues/School-Age Populations	2	0	0	2
TOTAL CREDIT HOURS IN CERTIFICATE					18

School-Age Education - Special Education Certificate (C55440B)

		Class	Lab	Clinic/Exp.	Credit
EDU 144	Child Development I	3	0	0	3
EDU 145	Child Development II	3	0	0	3
EDU 154	Social/Emotional/Behavioral Development	3	0	0	3
EDU 221	Children with Exceptionalities	3	0	0	3

ELECTIVES (Choose one set of 6 Credit Hours)

EDU 222	Learners with Behavioral Disorders (and)	3	0	0	3
EDU 223	Specific Learning Disabilities	3	0	0	3
EDU 247	Sensory and Physical Disabilities (and)	3	0	0	3
EDU 248	Developmental Delays	3	0	0	3

TOTAL CREDIT HOURS IN CERTIFICATE 18

Surgical Technology Diploma

(D45740)

The Surgical Technology curriculum prepares individuals to assist in the care of the surgical patient in the operating room and to function as a member of the surgical team.

Students will apply theoretical knowledge to the care of patients undergoing surgery and develop skills necessary to prepare supplies, equipment, and instruments; maintain aseptic conditions; prepare patients for surgery; and assist surgeons during operations.

Graduates of accredited programs will be eligible to apply to take the national certification exam for Surgical Technologists which is administered by the National Board of Surgical Technology and Surgical Assisting. Employment opportunities include labor/delivery/emergency departments, inpatient/outpatient surgery centers, dialysis units/facilities, physicians' offices, and central supply processing units.

		Class	Lab	Clinic/Exp	Credit
GENERAL EDUCATION REQUIREMENTS (8 Credit Hours)					
BIO 163	Basic Anatomy & Physiology	4	2	0	5
ENG 111	Expository Writing	3	0	0	3
MAJOR HOURS -CORE COURSES (33 Credit Hours)					
SUR 110	Introduction to Surgical Technology	3	0	0	3
SUR 111	Perioperative Patient Care	5	6	0	7
SUR 122	Surgical Procedures I	5	3	0	6
SUR 123	SUR Clinical Practice I	0	0	21	7
SUR 134	Surgical Procedures II	5	0	0	5
SUR 135	SUR Clinical Practice II	0	0	12	4
SUR 137	Professional Success Preparation	1	0	0	1
OTHER MAJOR HOURS (3 Credit Hours)					
CIS 110	Introduction to Computers	2	2	0	3
TOTAL CREDIT HOURS IN DIPLOMA					44

Therapeutic Massage Diploma

(D45750)

The Therapeutic Massage curriculum prepares graduates to work in direct client care settings to provide manipulation, methodical pressure, friction and kneading of the body for maintaining wellness or treating alterations in wellness throughout the lifespan.

Courses will include content in normal human anatomy and physiology, therapeutic massage, ethical/legal issues, business practices, nutrition and psychology.

Employment opportunities in North Carolina may be found in hospitals, rehabilitation centers, health departments, home health, medical offices, nursing homes, spas, health and sports clubs, and private practice. Graduates may be eligible to take the National Certification for Therapeutic Massage and Bodywork.

		Class	Lab	Clinic/Exp	Credit
GENERAL EDUCATION REQUIREMENTS (8 Credit Hours)					
BIO 163	Basic Anatomy & Physiology	4	2	0	5
ENG 111	Expository Writing	3	0	0	3
MAJOR HOURS - CORE COURSES (25 Credit Hours)					
BIO 271	Pathophysiology	3	0	0	3
MTH 110	Fundamentals of Massage	6	9	3	10
MTH 120	Therapeutic Massage Applications	6	9	3	10
MTH 125	Ethics of Massage	2	0	0	2
OTHER MAJOR HOURS (6 Credit Hours)					
CIS 110	Introduction to Computers	2	2	0	3
MTH 121	Clinical Supplement I	0	0	3	1
MTH 221	Clinical Supplement II	0	0	6	2
TOTAL CREDIT HOURS IN DIPLOMA					39

COURSE DESCRIPTIONS

The courses listed on the following pages represent current curriculum offerings.

- The courses are listed in alphabetic order by a 3-letter prefix (BUS for Business, HIS for History).
- The courses are assigned a 3-digit number (ACC 120).
- Any course number less than 100 will not earn credit hours toward graduation (ACA 090).
- The course title follows the number (ACC 120 Principles of Financial Accounting).
- The number of contact and credit hours follows the title (ACC 120 Principles of Financial Accounting 3 2 0 4). The first number represents the number of class hours per week; the second number represents the number of lab hours per week; the third number represents the number of clinical or work experience hours per week; the last number represents the number of credit hours assigned to the course.
- Prerequisites mean preliminary skills, knowledge, or other courses are required before enrollment in the course.
- Corequisites mean courses that must be taken during the same term as the course that requires the corequisites.
- Courses marked "FA" are generally offered in the fall semester. Courses marked "SP" are generally offered in the spring semester. Courses marked "SU" may be offered in the summer term.

ACA 090 Study Skills 3 0 0 3

Prerequisites: None

Corequisites: None

This course is intended for those who placed into credit-level course work but who are not maintaining satisfactory academic progress toward meeting program goals. Topics include study skills, note taking, learning styles and strategies, test taking, goal setting, and self-assessment skills. Upon completion, students should be able to manage their learning experiences to successfully meet educational goals. Strategies covered in this course are essential to students who need classes in two or more developmental subjects. FA, SP

ACA 122 College Transfer Success 1 0 0 1

Prerequisites: ENG 090, RED 090

Corequisites: None

This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communications skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions. Students will develop the framework for an electronic portfolio based around program outcomes and the core skills. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirements.* FA, SP

ACC 120 Principles of Financial Accounting 3 2 0 4

Prerequisites: ENG 090, RED 090, MAT 060

Corequisites: None

This course introduces business decision-making accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.* FA

ACC 121 Principles of Managerial Accounting 3 2 0 4

Prerequisites: ACC 120

Corequisites: None

This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making.

Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.* SP

ACC 129 Individual Income Taxes 2 2 0 3

Prerequisites: ENG 090, RED 090, MAT 060

Corequisites: None

This course introduces the relevant laws governing individual income taxation. Topics include tax law, electronic research and methodologies, and the use of technology for preparation of individual tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various individual tax forms. SP

ACC 130 Business Income Taxes 2 2 0 3

Prerequisites: ENG 090, RED 090, MAT 060

Corequisites: None

This course introduces the relevant laws governing business and fiduciary income taxes. Topics include tax law relating to business organizations, electronic research and methodologies, and the use of technology for the preparation of business tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various business tax forms. FA

ACC 140 Payroll Accounting 1 2 0 2

Prerequisites: ACC 120

Corequisites: None

This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries. SP

ACC 149 Introduction to Accounting Spreadsheets 1 2 0 2

Prerequisites: ACC 120

Corequisites: None

This course provides a working knowledge of computer spreadsheets and their use in accounting. Topics include pre-programmed problems, model-building problems, beginning-level macros, graphics, and what-if analysis enhancements of template problems. Upon completion, students should be able to use a computer spreadsheet to complete many of the tasks required in accounting. SP

ACC 150 Accounting Software Applications 1 2 0 2

Prerequisites: ACC 120

Corequisites: None

This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems. SP

ACC 215 Ethics in Accounting 3 0 0 3

Prerequisites: ACC 121

Corequisites: None

This course introduces students to professional codes of conduct and ethics adopted by professional associations and state licensing boards for accountants, auditors, and fraud examiners. Topics include research and discussions of selected historical and contemporary ethical cases and issues as they relate to accounting and business. Upon completion, students should be able to apply codes, interpret facts and circumstances, as they relate to accounting firms and business activities. FA

ACC 220 Intermediate Accounting I 3 2 0 4

Prerequisites: ACC 120

Corequisites: None

This course is a continuation of the study of accounting principles with in-depth coverage of theoretical

ACC 221	Intermediate Accounting II	3	2	0	4
----------------	-----------------------------------	----------	----------	----------	----------

Corequisites: None

ACC 225	Cost Accounting	3	0	0	3
---------	-----------------	---	---	---	---

Corequisites: None

AHR 110	Introduction to Refrigeration	2	6	0	5
----------------	--------------------------------------	----------	----------	----------	----------

Corequisites: None

AHR 111	HVACR Electricity	2	2	0	3
----------------	--------------------------	----------	----------	----------	----------

Corequisites: None

AHR 112	Heating Technology	2	4	0	4
----------------	---------------------------	----------	----------	----------	----------

Corequisites: None

AHR 113	Comfort Cooling	2	4	0	4
---------	-----------------	---	---	---	---

Corequisites: None

This course covers the installation procedures, system operations, and maintenance of residential and light commercial comfort cooling systems. Topics include terminology, component operation, and testing and repair of equipment used to control and produce assured comfort levels. Upon completion, students should be able to use psychometrics, manufacturer specifications, and test instruments to determine proper system operation. FA

AHR 114 Heat Pump Technology**2 4 0 4**

Prerequisites: AHR 110 or AHR 113

Corequisites: None

This course covers the principles of air source and water source heat pumps. Emphasis is placed on safety, modes of operation, defrost systems, refrigerant charging, and system performance. Upon completion, students should be able to understand and analyze system performance and perform routine service procedures. SP

AHR 125 HVAC Electronics**1 3 0 2**

Prerequisites: ENG 090, RED 090, MAT 060

Corequisites: AHR 111

This course introduces the common electronic control components in HVAC systems. Emphasis is placed on identifying electronic components and their functions in HVAC systems and motor-driven control circuits. Upon completion, students should be able to identify components, describe control circuitry and functions, and use test instruments to measure electronic circuit values and identify malfunctions. SP

AHR 133 HVAC Servicing**2 6 0 4**

Prerequisites: ENG 090, RED 090, MAT 060

Corequisites: AHR 112 or AHR 113

The course covers the maintenance and servicing of HVAC equipment. Topics include testing, adjusting, maintaining, and troubleshooting HVAC equipment and record keeping. Upon completion, students should be able to adjust, maintain, and service HVAC equipment. FA

AHR 140 All-Weather Systems**1 3 0 2**

Prerequisites: AHR 112 or AHR 113

Corequisites: None

This course covers the principles of combination heating and cooling systems including gas-electric, all-electric, and oil-electric systems. Topics include PTAC's and package and split-system units. Upon completion, students should be able to understand systems performance and perform routine maintenance procedures. FA

AHR 160 Refrigerant Certification**1 0 0 1**

Prerequisites: ENG 090, RED 090, MAT 060

Corequisites: None

This course covers the requirements for the EPA certification examinations. Topics include small appliances, high pressure systems, and low pressure systems. Upon completion, students should be able to demonstrate knowledge of refrigerants and be prepared for the EPA certification examinations. FA

AHR 180 HVACR Customer Relations**1 0 0 1**

Prerequisites: ENG 090, RED 090, MAT 060

Corequisites: None

This course introduces common business and customer relation practices that may be encountered in HVACR. Topics include business practices, appearance of self and vehicle, ways of handling customer complaints, invoices, telephone communications, and warranties. Upon completion, students should be able to present themselves to customers in a professional manner, understand how the business operates, complete invoices, and handle complaints. SP

AHR 210 Residential Building Code**1 2 0 2**

Prerequisites: ENG 090, RED 090, MAT 060

Corequisites: None

This course covers the residential building codes that are applicable to the design and installation of HVAC systems. Topics include current residential codes as applied to HVAC design, service, and installation. Upon completion, students should be able to demonstrate the correct usage of residential building codes that apply to specific areas of the HVAC trade. FA

AHR 211 Residential System Design**2 2 0 3**

Prerequisites: ENG 090, RED 090, MAT 060

Corequisites: None

This course introduces the principles and concepts of conventional residential heating and cooling system

AHR 212	Advanced Comfort Systems	2	6	0	4
Prerequisites: AHR 114					
Corequisites: None					
<p>This course covers water-cooled systems, water-source/geothermal heat pumps, and high efficiency heat pump systems including variable speed drives and controls. Emphasis is placed on the application, installation, and servicing of water-source systems and the mechanical and electronic control components of advanced comfort systems. Upon completion, students should be able to test, analyze, and troubleshoot water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pumps. SP</p>					

AHR 240	Hydronic Heating	1	3	0	2
---------	------------------	---	---	---	---

Prerequisites: AHR 112
Corequisites: None
This course covers the accepted procedures for proper design, installation, and balance of hydronic heating systems for residential or commercial buildings. Topics include heating equipment; pump, terminal unit, and accessory selection; piping system selection and design; and pipe sizing and troubleshooting. Upon completion, students should be able to assist with the proper design, installation, and balance of typical hydronic systems. SP

AHR 250	HVAC System Diagnostics	0	4	0	2
---------	-------------------------	---	---	---	---

Prerequisites: ENG 090, RED 090, MAT 060
Corequisites: AHR 212
This course is a comprehensive study of air conditioning, heating, and refrigeration system diagnostics and corrective measures. Topics include advanced system analysis, measurement of operating efficiency, and inspection and correction of all major system components. Upon completion, students should be able to restore a residential or commercial AHR system so that it operates at or near manufacturers' specifications. SP

AHR 255	Indoor Air Quality	1	2	0	2
---------	--------------------	---	---	---	---

Prerequisites: ENG 090, RED 090, MAT 060
Corequisites: None
This course introduces the techniques of assessing and maintaining the quality of the indoor environment in residential and commercial structures. Topics include handling and investigating complaints, filter selection, humidity control, testing for sources of carbon monoxide, impact of mechanical ventilation, and building and duct pressures. Upon completion, students should be able to assist in investigating and solving common indoor air quality problems. SP

ART 111	Art Appreciation	3	0	0	3
----------------	-------------------------	----------	----------	----------	----------

Prerequisites: ENG 090, RED 090
Corequisites: None
This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms including but not limited to sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.* FA, SP, SU

ART 114	Art History Survey I	3	0	0	3
----------------	-----------------------------	----------	----------	----------	----------

Prerequisites: ENG 090, RED 090
Corequisites: None
This course covers the development of art forms from ancient times to the Renaissance. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.* EA

ART 115 Art History Survey II

3 0 0 3

Prerequisites: ENG 090, RED 090

Corequisites: None

This course covers the development of art forms from the Renaissance to the present. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.* SP

ART 121 Design I

0 6 0 3

Prerequisites: ENG 090, RED 090

Corequisites: None

This course introduces the elements and principles of design as applied to two-dimensional art. Emphasis is placed on the structural elements, the principles of visual organization, and the theories of color mixing and interaction. Upon completion, students should be able to understand and use critical and analytical approaches as they apply to two-dimensional visual art. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.* FA

ART 122 Design II

0 6 0 3

Prerequisites: ART 121

Corequisites: None

This course introduces basic studio problems in three-dimensional visual design. Emphasis is placed on the structural elements and organizational principles as applied to mass and space. Upon completion, students should be able to apply three-dimensional design concepts. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.* SP

ART 130 Basic Drawing

0 4 0 2

Prerequisites: ENG 090, RED 090

Corequisites: None

This course introduces basic drawing techniques and is designed to increase observation skills. Emphasis is placed on the fundamentals of drawing. Upon completion, students should be able to demonstrate various methods and their application to representational imagery. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.* FA, SP

ART 140 Basic Painting

0 4 0 2

Prerequisites: ENG 090, RED 090

Corequisites: None

This course introduces the mechanics of painting. Emphasis is placed on the exploration of painting media through fundamental techniques. Upon completion, students should be able to demonstrate a basic understanding and application of painting. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.* FA

ART 281 Sculpture I

0 6 0 3

Prerequisites: ENG 090, RED 090

Corequisites: None

This course provides an exploration of the creative and technical methods of sculpture with focus on the traditional processes. Emphasis is placed on developing basic skills as they pertain to three-dimensional expression in various media. Upon completion, students should be able to show competence in a variety of sculptural approaches. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.* SP

BIO 111 General Biology I

3 3 0 4

Prerequisites: ENG 090, RED 090, MAT 070

Corequisites: None

This course introduces the principles and concepts of biology. Emphasis is placed on basic biological

chemistry, cell structure and function, metabolism and energy transformation, genetics, evolution, classification, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.* FA

BIO 112 General Biology II 3 3 0 4

Prerequisites: BIO 111

Corequisites: None

This course is a continuation of BIO 111. Emphasis is placed on organisms, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.* SP

BIO 163 Basic Anatomy & Physiology 4 2 0 5

Prerequisites: ENG 090, RED 090, MAT 070

Corequisites: None

This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships. *This course also includes an introduction to microbiology. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.* FA, SP, SU

BIO 165 Anatomy and Physiology I 3 3 0 4

Prerequisites: ENG 090, RED 090, MAT 070

Corequisites: None

This course is the first of a two-course sequence, which provides a comprehensive study of the anatomy and physiology of the human body. Topics include the structure, function, and interrelationship of organ systems with emphasis on the processes that maintain homeostasis. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. Organ systems of the body are discussed individually and as part of the interacting groups with emphasis on the processes that maintain homeostasis. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.* FA

BIO 166 Anatomy and Physiology II 3 3 0 4

Prerequisites: BIO 165

Corequisites: None

This course is the second in a two-course sequence, which provides a comprehensive study of the anatomy and physiology of the human body. Topics include the structure, function, and interrelationship of organ systems with emphasis on the processes that maintain homeostasis. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and the interrelationships of all body systems. Organ systems of the body are discussed individually and as part of the interacting groups with emphasis on the processes that maintain homeostasis. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.* SP

BIO 250 Genetics 3 3 0 4

Prerequisites: BIO 112

Corequisites: None

This course covers principles of prokaryotic and eukaryotic cell genetics. Emphasis is placed on the molecular basis of heredity, chromosome structure, patterns of Mendelian and non-Mendelian inheritance, evolution, and biotechnological applications. Upon completion, students should be able to recognize and describe genetic phenomena and demonstrate knowledge of important genetic principles.

This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. FA

BIO 271 Pathophysiology 3 0 0 3

Prerequisites: BIO 163 or BIO 166

Corequisites: None

This course provides an in-depth study of human pathological processes and their effects on homeostasis. Emphasis is placed on interrelationships among organ systems in deviations from homeostasis. Upon completion, students should be able to demonstrate a detailed knowledge of pathophysiology. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. FA, SP, SU*

BIO 275 Microbiology 3 3 0 4

Prerequisites: BIO 111, BIO 163, or BIO 165

Corequisites: None

This course covers principles of microbiology and the impact these organisms have on man and the environment. Topics include the various groups of microorganisms, their structure, physiology, genetics, microbial pathogenicity, infectious diseases, immunology, and selected practical applications. Upon completion, students should be able to demonstrate knowledge and skills including microscopy, aseptic technique, staining, culture methods, and identification of microorganisms. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. FA, SP*

BPR 111 Blueprint Reading 1 2 0 2

Prerequisites: ENG 090, RED 090, MAT 060

Corequisites: None

This course introduces the basic principles of blueprint reading. Topics include line types, orthographic projections, dimensioning methods, and notes. Upon completion, students should be able to interpret basic blueprints and visualize the features of a part. SP

BTC 181 Basic Laboratory Techniques 3 3 0 4

Prerequisites: ENG 090, RED 090, MAT 060

Corequisites: None

This course introduces the basic skills and knowledge necessary in a biological or chemical laboratory. Emphasis is placed on good manufacturing practices, safety, solution preparation, and equipment operation and maintenance following standard operating procedures. Upon completion, students should be able to prepare and perform basic laboratory procedures using labware, solutions, and equipment according to prescribed protocols. FA

BUS 110 Introduction to Business 3 0 0 3

Prerequisites: ENG 090, RED 090

Corequisites: None

This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. FA*

BUS 115 Business Law I 3 0 0 3

Prerequisites: ENG 090, RED 090

Corequisites: None

This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. FA*

BUS 116	Business Law II	3	0	0	3
Prerequisites: BUS 115					
Corequisites: None					
This course continues the study of ethics and business law. Emphasis is placed on bailments, sales, risk-bearing, forms of business ownership, and copyrights. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. SP					
BUS 121	Business Math	2	2	0	3
Prerequisites: ENG 090, RED 090, MAT 060					
Corequisites: None					
This course covers fundamental mathematical operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business. Upon completion, students should be able to apply mathematical concepts to business. FA, SP					
BUS 125	Personal Finance	3	0	0	3
Prerequisites: ENG 090, RED 090, MAT 060					
Corequisites: None					
This course provides a study of individual and family financial decisions. Emphasis is placed on building useful skills in buying, managing finances, increasing resources, and coping with current economic conditions. Upon completion, students should be able to develop a personal financial plan. SP					
BUS 135	Principles of Supervision	3	0	0	3
Prerequisites: ENG 090, RED 090					
Corequisites: None					
This course introduces the basic responsibilities and duties of the supervisor and his/her relationship to higher-level supervisors, subordinates, and associates. Emphasis is placed on effective utilization of the work force and understanding the role of the supervisor. Upon completion, students should be able to apply supervisory principles in the work place. SP					
BUS 137	Principles of Management	3	0	0	3
Prerequisites: ENG 090, RED 090, MAT 060					
Corequisites: None					
This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.</i> FA					
BUS 139	Entrepreneurship I	3	0	0	3
Prerequisites: ENG 090, RED 090, MAT 060					
Corequisites: None					
This course provides an introduction to the principles of entrepreneurship. Topics include self-analysis of entrepreneurship readiness, the role of entrepreneur in economic development, legal problems, organizational structure, sources of financing, budgeting, and cash flow. Upon completion, students should have an understanding of the entrepreneurial process and issues faced by entrepreneurs. FA					
BUS 147	Business Insurance	3	0	0	3
Prerequisites: ENG 090, RED 090, MAT 060					
Corequisites: None					
This course surveys the basic concepts of risk management. Topics include principles and applications of health, property, life, and casualty insurance. Upon completion, students should be able to evaluate different insurance needs and assist an organization in acquiring adequate insurance coverage. SP					

BUS 152	Human Relations	3	0	0	3
Prerequisites: ENG 090, RED 090					
Corequisites: None					
This course introduces the concepts of effective human interaction in the business work environment. Topics include effective communication techniques, motivation, ego states, stress, and conflict. Upon completion, students should be able to explain the importance of human relations, apply motivational techniques, and implement strategies for resolving work-related conflicts. SP					
BUS 153	Human Resource Management	3	0	0	3
Prerequisites: ENG 090, RED 090, MAT 060					
Corequisites: None					
This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns: FA					
BUS 217	Employment Law and Regulations	3	0	0	3
Prerequisites: ENG 090, RED 090					
Corequisites: None					
This course introduces the principle laws and regulations affecting public and private organizations and their employees or prospective employees. Topics include fair employment practices, EEO, affirmative action, and employee rights and protections. Upon completion, students should be able to evaluate organization policy for compliance and assure that decisions are not contrary to law. SP					
BUS 220	Purchasing	3	0	0	3
Prerequisites: ENG 090, RED 090, MAT 060					
Corequisites: None					
This course introduces the purchasing function and explains its role in business. Topics include the legal and ethical aspects of purchasing, quality assurance, and the application of purchasing formulas and methods for cost analysis. Upon completion, students should be able to complete a purchase transaction incorporating legal, ethical, quality, and cost considerations. SP					
BUS 225	Business Finance	2	2	0	3
Prerequisites: ACC 120					
Corequisites: None					
This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management. SP					
BUS 234	Training and Development	3	0	0	3
Prerequisites: ENG 090, RED 090					
Corequisites: None					
This course covers developing, conducting, and evaluating employee training with attention to adult learning principles. Emphasis is placed on conducting a needs assessment, using various instructional approaches, designing the learning environment, and locating learning resources. Upon completion, students should be able to design, conduct, and evaluate a training program. SP					
BUS 280	REAL Small Business	4	0	0	4
Prerequisites: ENG 090, RED 090, MAT 060					
Corequisites: None					
This course introduces hands-on techniques and procedures for planning and opening a small business, including the personal qualities needed for entrepreneurship. Emphasis is placed on market research, finance, time management, and day-to-day activities of owning/operating a small business. Upon completion, students should be able to write and implement a viable business plan and seek funding. SP					

CHM 131	Introduction to Chemistry	3	0	0	3
Prerequisites: ENG 090, RED 090, MAT 070					
Corequisites: None					
This course introduces the fundamental concepts of inorganic chemistry. Topics include measurement, matter and energy, atomic and molecular structure, nuclear chemistry, stoichiometry, chemical formulas and reactions, chemical bonding, gas laws, solutions, and acids and bases. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.</i> FA					
CHM 131A	Introduction to Chemistry Lab	0	3	0	1
Prerequisites: ENG 090, RED 090, MAT 070					
Corequisites: CHM 131					
This course is a laboratory to accompany CHM 131. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 131. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 131. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.</i> FA					
CHM 132	Organic and Biochemistry	3	3	0	4
Prerequisites: CHM 131 and CHM 131A					
Corequisites: None					
This course provides a survey of major functional classes of compounds in organic and biochemistry. Topics include structure, properties, and reactions of the major organic and biological molecules and basic principles of metabolism. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts needed to pursue studies in related professional fields. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.</i> SP					
CHM 151	General Chemistry I	3	3	0	4
Prerequisites: ENG 090, RED 090, MAT 080					
Corequisites: None					
This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.</i> FA					
CHM 152	General Chemistry II	3	3	0	4
Prerequisites: CHM 151					
Corequisites: None					
This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.</i> SP					
CIS 070	Fundamentals of Computing	0	2	0	1
Prerequisites: None					
Corequisites: None					
This course covers fundamental functions and operations of the computer. Topics include identification of components, overview of operating systems, and other basic computer operations. Upon completion, students should be able to operate computers, access files, print documents, and perform basic applications operations. FA, SP, SU					

CIS 110	Introduction to Computers	2	2	0	3
----------------	----------------------------------	----------	----------	----------	----------

Prerequisites: ENG 090, RED 090, CIS 070, or appropriate CPT scores

Corequisites: None

This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics (Quantitative Option).* FA, SP, SU

CIS 115	Introduction to Programming & Logic	2	3	0	3
----------------	--	----------	----------	----------	----------

Prerequisites: ENG 090, RED 090, MAT 070, or appropriate CPT scores

Corequisites: None

This course introduces computer programming and problem solving in a structured program logic environment. Topics include language syntax, data types, program organization, problem-solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics (Quantitative Option).* FA

CJC 100	Basic Law Enforcement Training	9	30	0	19
----------------	---------------------------------------	----------	-----------	----------	-----------

Prerequisites: None

Corequisites: None

This course covers the basic skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Topics are divided into general units of study: legal, patrol duties, law enforcement communications, investigations, practical application and sheriff-specific. Upon successful completion, the student will be able to demonstrate competence in the topics and areas required for the state comprehensive certification examination. This is a certificate-level course. FA, SP

CJC 111	Introduction to Criminal Justice	3	0	0	3
----------------	---	----------	----------	----------	----------

Prerequisites: ENG 090, RED 090

Corequisites: None

This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships and evaluate career options. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective requirement.* FA

CJC 112	Criminology	3	0	0	3
----------------	--------------------	----------	----------	----------	----------

Prerequisites: ENG 090, RED 090

Corequisites: None

This course introduces deviant behavior as it relates to criminal activity. Topics include theories of crime causation; statistical analysis of criminal behavior; past, present, and future social control initiatives; and other related topics. Upon completion, students should be able to explain and discuss various theories of crime causation and societal response. FA

CJC 113	Juvenile Justice	3	0	0	3
----------------	-------------------------	----------	----------	----------	----------

Prerequisites: ENG 090, RED 090

Corequisites: None

This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treatment and prevention programs, special areas and laws unique to juveniles, and other related topics. Upon completion, students should be able to identify/discuss juvenile court structure/procedures, function and jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition. FA

CJC 121	Law Enforcement Operations	3	0	0	3
----------------	-----------------------------------	----------	----------	----------	----------

Prerequisites: ENG 090, RED 090

Corequisites: None

The course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.* SP

CJC 131 Criminal Law 3 0 0 3

Prerequisites: ENG 090, RED 090

Corequisites: None

This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements. FA

CJC 132 Court Procedure & Evidence 3 0 0 3

Prerequisites: ENG 090, RED 090

Corequisites: None

This course covers judicial structure/process/procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence. FA

CJC 141 Corrections 3 0 0 3

Prerequisites: ENG 090, RED 090

Corequisites: None

This course covers the history, major philosophies, components, and current practices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other related topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional system. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective requirement.* FA

CJC 151 Introduction to Loss Prevention 3 0 0 3

Prerequisites: None

Corequisites: None

This course introduces the concepts and methods related to commercial and private security systems. Topics include the historical, philosophical, and legal basis of security, with emphasis on security surveys, risk analysis, and associated functions. Upon completion, students should be able to demonstrate and understand security systems, risk management, and the laws relative to loss prevention. FA

CJC 160 Terrorism: Underlying Issues 3 0 0 3

Prerequisites: ENG 090, RED 090

Corequisites: None

This course identifies the fundamental reasons why America is a target for terrorists, covering various domestic/international terrorist groups and ideologies from a historical aspect. Emphasis is placed upon recognition of terrorist crime scene; weapons of mass destruction; chemical, biological, and nuclear terrorism; and planning consideration involving threat assessments. Upon completion, the student should be able to identify and discuss the methods used in terrorists' activities and complete a threat assessment for terrorists' incidents. FA

CJC 212 Ethics & Community Relations 3 0 0 3

Prerequisites: ENG 090, RED 090

Corequisites: None

This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations. SP

CJC 213	Substance Abuse	3	0	0	3
Prerequisites: ENG 090, RED 090					
Corequisites: None					
This course is a study of substance abuse in our society. Topics include the history and classifications of drug abuse and the social, physical, and psychological impact of drug abuse. Upon completion, students should be able to identify various types of drugs, their effects on human behavior and society, and treatment modalities. SP					
CJC 215	Organization & Administration	3	0	0	3
Prerequisites: ENG 090, RED 090					
Corequisites: None					
This course introduces the components and functions of organization and administration as it applies to the agencies of the criminal justice system. Topics include operations/functions of organizations; recruiting, training, and retention of personnel; funding and budgeting; communications; span of control and discretion; and other related topics. Upon completion, students should be able to identify and discuss the basic components and functions of a criminal justice organization and its administrative operations. SP					
CJC 221	Investigative Principles	3	2	0	4
Prerequisites: ENG 090, RED 090					
Corequisites: None					
This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation. FA					
CJC 222	Criminalistics	3	0	0	3
Prerequisites: ENG 090, RED 090					
Corequisites: None					
This course covers the functions of the forensic laboratory and its relationship to successful criminal investigations and prosecutions. Topics include advanced crime scene processing, investigative techniques, current forensic technologies, and other related topics. Upon completion, students should be able to identify and collect relevant evidence at simulated crime scenes and request appropriate laboratory analysis of submitted evidence. FA					
CJC 223	Organized Crime	3	0	0	3
Prerequisites: ENG 090, RED 090					
Corequisites: None					
This course introduces the evolution of traditional and non-traditional organized crime and its effect on society and the criminal justice system. Topics include identifying individuals and groups involved in organized crime, areas of criminal activity, legal and political responses to organized crime, and other related topics. Upon completion, students should be able to identify the groups and activities involved in organized crime and the responses of the criminal justice system. SP					
CJC 231	Constitutional Law	3	0	0	3
Prerequisites: ENG 090, RED 090					
Corequisites: None					
The course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts. SP					
CJC 232	Civil Liability	3	0	0	3
Prerequisites: ENG 090, RED 090					
Corequisites: None					
This course covers liability issues for the criminal justice professional. Topics include civil rights violations, tort liability, employment issues, and other related topics. Upon completion, students should be able to explain civil trial procedures and discuss contemporary liability issues. FA					

CJC 293	Selected Topics in CJC	3	0	0	3
Prerequisites: Enrollment in the CJC program					
Corequisites: None					
This course provides an opportunity to explore areas of current interest in specific program or discipline areas. Emphasis is placed on subject matter appropriate to the program or discipline. Upon completion, students should be able to demonstrate an understanding of the specific area of study. The student will prepare a project designed to integrate the skill and knowledge developed in this curriculum. SP					
COE 110	World of Work	1	0	0	1
Prerequisites: Enrollment in a curriculum program					
Corequisites: None					
This course covers basic knowledge necessary for gaining and maintaining employment. Topics include job search skills, work ethic, meeting employer expectations, workplace safety, and human relations. Upon completion, students should be able to successfully make the transition from school to work. SP					
COE 111	Co-op Work Experience I	0	0	10	1
Prerequisites: Enrollment in a curriculum program, ENG 090, RED 090					
Corequisites: None					
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. FA, SP					
COE 115	Work Experience Seminar I	1	0	0	1
Prerequisites: ENG 090, RED 090					
Corequisites: COE 111					
This seminar is designed to discuss the student's work experience with the instructor and other students. Students will discuss highlights, issues, and problems associated with their cooperative work experience. FA, SP					
COM 110	Introduction to Communication	3	0	0	3
Prerequisites: ENG 090, RED 090					
Corequisites: None					
This course provides an overview of the basic concepts of communication and the skills necessary to communicate in various contexts. Emphasis is placed on communication theories and techniques used in interpersonal group, public, intercultural, and mass communication situations. Upon completion, students should be able to explain and illustrate the forms and purposes of human communication in a variety of contexts. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts (substitute).</i> FA					
COM 120	Introduction to Interpersonal Communication	3	0	0	3
Prerequisites: ENG 090, RED 090					
Corequisites: None					
This course introduces the practices and principles of interpersonal communication in both dyadic and group settings. Emphasis is placed on the communication process, perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, and manage conflict in interpersonal communication situations. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts (substitute).</i> SP					
COM 140	Introduction to Intercultural Communication	3	0	0	3
Prerequisites: ENG 090, RED 090					
Corequisites: None					
This course introduces techniques of cultural research, definitions, functions, characteristics, and impacts of cultural differences in public address. Emphasis is placed on how diverse backgrounds influence the communication act and how cultural perceptions and experiences determine how one sends and receives messages. Upon completion, students should be able to demonstrate an understanding of the principles and skills needed to become effective in communicating outside one's primary culture. <i>This course has</i>					

COM 231	Public Speaking	3	0	0	3
----------------	------------------------	----------	----------	----------	----------

This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts (substitute).* FA, SP

This course introduces computer programming using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug JAVA language programs. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.* FA

This course covers the basic hardware of a personal computer, including installation, operations and interactions with software. Topics include component identification, memory-system, peripheral installation and configuration, preventive maintenance, hardware diagnostics/repair, installation and optimization of system software, commercial programs, system configuration, and device-drivers. Upon completion, students should be able to select appropriate computer equipment and software, upgrade/maintain existing equipment and software, and troubleshoot/repair non-functioning personal computers. SP

This course provides hands-on experience with a graphics presentation package. Topics include terminology, effective chart usage, design and layout, integrating hardware components, and enhancing presentations with text, graphics, audio and video. Upon completion, students should be able to design and demonstrate an effective presentation. SP

This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts. FA

This course covers advanced spreadsheet design and development. Topics include advanced functions and statistics, charting, macros, databases, and linking. Upon completion, students should be able to demonstrate competence in designing complex spreadsheets. SP

CTS 285 Systems Analysis & Design**3 0 0 3**

Prerequisites: CIS 115

Corequisites: None

This course introduces established and evolving methodologies for the analysis, design, and development of an information system. Emphasis is placed on system characteristics, managing projects, prototyping, CASE/OOM tools, and systems development life cycle phases. Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and techniques. FA

CTS 289 System Support Project**1 4 0 3**

Prerequisites: CTS 285

Corequisites: None

This course provides an opportunity to complete a significant support project with minimal instructor assistance. Emphasis is placed on written and oral communication skills, project definition, documentation, installation, testing, presentation, and user training. Upon completion, students should be able to complete a project from the definition phase through implementation. SP

DBA 110 Database Concepts**2 3 0 3**

Prerequisites: ENG 090, RED 090, MAT 060, CIS 070

Corequisites: None

This course introduces database design and creation using a DBMS product. Emphasis is placed on data dictionaries, normalization, data integrity, data modeling, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to design and implement normalized database structures by creating simple database tables, queries, reports, and forms. FA

DDF 211 Design Process I**1 6 0 4**

Prerequisites: ENG 090, RED 090, MAT 060

Corequisites: None

This course emphasizes design processes for finished products. Topics include data collection from manuals and handbooks, efficient use of materials, design sketching, specifications, and vendor selection. Upon completion, students should be able to research and plan the design process for a finished product. FA

DDF 212 Design Process II**1 6 0 4**

Prerequisites: DDF 211

Corequisites: None

This course stresses the integration of various design practices. Emphasis is placed on the creation of an original design. Upon completion, students should be able to apply engineering graphics and design procedures to a design project. SP

DDF 214 Tool Design**2 4 0 4**

Prerequisites: ENG 090, RED 090, MAT 060

Corequisites: None

This course introduces the principles of tool design. Topics including gaging, die work, and cost analysis using available catalogs and studies using manufacturing processes. Upon completion, students should be able to use catalogs to identify vendors and prepare working drawings for tooling. FA

DFT 111 Technical Drafting I**1 3 0 2**

Prerequisites: ENG 090, RED 090, MAT 060

Corequisites: None

This course introduces basic drafting skills, equipment, and applications. Topics include sketching, measurements, lettering, dimensioning, geometric construction, orthographic projections and pictorial drawings, sections, and auxiliary views. Upon completion, students should be able to understand and apply basic drawing principles and practices. FA

DFT 151 CAD I**2 3 0 3**

Prerequisites: ENG 090, RED 090, MAT 060

Corequisites: None

This course introduces CAD software as a drawing tool. Topics include drawing, editing, file management, and plotting. Upon completion, students should be able to produce and plot a CAD drawing. FA

DFT 152	CAD II	2	3	0	3
Prerequisites: ENG 090, RED 090, MAT 060					
Corequisites: None					
This course introduces extended CAD applications. Emphasis is placed upon intermediate applications of CAD skills. Upon completion, students should be able to use extended CAD applications to generate and manage drawings. SP					
DFT 153	CAD III	2	3	0	3
Prerequisites: ENG 090, RED 090, MAT 060					
Corequisites: None					
This course introduces advanced CAD applications. Emphasis is placed upon advanced applications of CAD skills. Upon completion, students should be able to use advanced CAD applications to generate and manage data. FA					
DFT 154	Introduction to Solid Modeling	2	3	0	3
Prerequisites: ENG 090, RED 090, MAT 060					
Corequisites: None					
This course is an introduction to basic three-dimensional solid modeling and design software. Topics include basic design, creation, editing, rendering and analysis of solid models and creation of multiview drawings. Upon completion, students should be able to use design techniques to create, edit, render, and generate a multiview drawing. FA					
DME 110	Introduction to Digital Media	2	2	0	3
Prerequisites: ENG 090, RED 090, MAT 060, CIS 070					
Corequisites: None					
This course introduces students to key concepts, technologies, and issues related to digital media. Topics include emerging standards, key technologies and related design issues, terminology, media formats, career paths, and ethical issues. Upon completion, students should be able to demonstrate the various media formats that are used in digital media technology. FA					
DME 130	Digital Animation I	2	2	0	3
Prerequisites: DME 110					
Corequisites: None					
This course introduces concepts for planning and developing animation sequences. Emphasis will be placed on review of digital animation concepts and exploration of various animation software packages. Upon completion, students should be able to produce simple animations. SP					
DRA 122	Oral Interpretation	3	0	0	3
Prerequisites: ENG 090, RED 090					
Corequisites: None					
This course introduces the dramatic study of literature through performance. Emphasis is placed on analysis and performance of poetry, drama, and prose fiction. Upon completion, students should be able to embody and discuss critically the speakers inherent in literature. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.</i> SP					
ECM 210	Introduction to Electronic Commerce	2	2	0	3
Prerequisites: ENG 090, RED 090					
Corequisites: None					
This course introduces the concepts and tools to implement electronic commerce via the Internet. Topics include application and server software selection, securing transactions, use and verification of credit cards, publishing of catalogs, and site administration. Upon completion, students should be able to set up a working Electronic Commerce Internet web site. FA					
ECO 252	Principles of Macroeconomics	3	0	0	3
Prerequisites: ENG 090, RED 090					
Corequisites: None					
This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations,					

and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral science.* FA, SP

EDU 118 Principles & Practices of Instructional Assistant 3 0 0 3

Prerequisites: ENG 080 and RED 080 or
ENG 085

Corequisites: None

This course covers the instructional assistant's role in the educational system. Topics include history of education, professional responsibilities and ethics, cultural diversity, communication skills, and identification of the optimal learning environment. Upon completion, students should be able to describe the supporting role of the instructional assistant, demonstrate positive communication skills, and discuss educational philosophy. FA

EDU 119 Introduction to Early Childhood Education 4 0 0 4

Prerequisites: None

Corequisites: None

This course covers the foundations of the education profession, the diverse educational settings for young children, professionalism and planning developmentally appropriate programs for all children. Topics include historical foundations, program types, career options, professionalism, and creating inclusive environments and curriculum responsive to the needs of all children and families. Upon completion, students should be able to design career plans and develop schedules, environments, and activity plans appropriate for all children. FA

EDU 131 Child, Family, & Community 3 0 0 3

Prerequisites: ENG 080 and RED 080 or
ENG 085

Corequisites: None

This course covers the development of partnerships between culturally and linguistically diverse families, children, schools, and communities. Emphasis is placed on developing skills and identifying benefits for establishing, supporting, and maintaining respectful, collaborative relationships between diverse families, programs/schools, and community agencies/resources. Upon completion, students should be able to explain appropriate relationships between families, educators, and professionals that enhance development and educational experiences of all children. SP

EDU 144 Child Development I 3 0 0 3

Prerequisites: ENG 080 and RED 080 or
ENG 085

Corequisites: None

This course includes the theories of child development, needs, milestones, and factors that influence development from conception through approximately 36 months. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.* FA

EDU 145 Child Development II 3 0 0 3

Prerequisites: ENG 080 and RED 080 or
ENG 085

Corequisites: None

This course includes the theories of child development, needs, milestones, and factors that influence development from preschool through middle childhood. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify

strategies for enhancing development. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.* SP

EDU 146 Child Guidance 3 0 0 3

Prerequisites: ENG 080 and RED 080 or
ENG 085

Corequisites: None

This course introduces principles and practical techniques including the design of learning environments for providing developmentally appropriate guidance for all children, including those at risk. Emphasis is placed on observation skills, cultural influences, underlying causes of behavior, appropriate expectations, development of self control, and the role of communication and guidance. Upon completion, students should be able to demonstrate direct/indirect strategies for preventing problem behaviors, teaching appropriate/acceptable behaviors, negotiation, setting limits, and recognizing at-risk behaviors. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.* FA

EDU 151 Creative Activities 3 0 0 3

Prerequisites: ENG 080 and RED 080 or
ENG 085

Corequisites: None

This course covers planning, creation, and adaptation of developmentally supportive learning environments with attention to curriculum, interactions, teaching practices, and learning materials. Emphasis is placed on creating and adapting integrated, meaningful, challenging, and engaging developmentally supportive learning experiences in art, music, movement, and dramatics for all children. Upon completion, students should be able to create, adapt, implement, and evaluate developmentally supportive learning materials, experiences, and environments. SP

EDU 153 Health, Safety, & Nutrition 3 0 0 3

Prerequisites: ENG 080 and RED 080 or
ENG 085

Corequisites: None

This course covers promoting and maintaining the health and well-being of all children. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy living environments, recognition and reporting of abuse and neglect and state regulations. Upon completion, students should be able to demonstrate knowledge of health, safety, and nutritional needs, safe learning environments, and adhere to state regulations. SP

EDU 154 Social/Emotional/Behavioral Development 3 0 0 3

Prerequisites: ENG 080, RED 080, EDU 144 and EDU 145 or
ENG 080, RED 080, PSY 244, and PSY 245 or
ENG 085, EDU 144, and EDU 145 or
ENG 085, PSY 244, and PSY 245

Corequisites: None

This course covers the emotional/social development of children and the causes, expressions, prevention, and management of challenging behaviors in all children. Emphasis is placed on caregiver/family/child relationships, positive emotional/social environments, developmental concerns, risk factors, and intervention strategies. Upon completion, students should be able to identify factors influencing emotional/social development, utilizing screening measures, and designing positive behavioral support. FA

EDU 157 Active Play 2 2 0 3

Prerequisites: ENG 080 and RED 080 or
ENG 085

Corequisites: None

This course introduces the use of indoor and outdoor physical activities to promote the physical, cognitive, and social/emotional development of children. Topics include the role of active play, development of play skills, playground design, selection of safe equipment, and materials and surfacing for active play. Upon completion, students should be able to discuss the stages of play, the role of teachers in play, and the design of appropriate active play areas and activities. SP

EDU 163 Classroom Management & Instruction 3 0 0 3

Prerequisites: ENG 080 and RED 080 or
ENG 085

Corequisites: None

This course covers management and instructional techniques with school-age populations. Topics include classroom management and organization, teaching strategies, individual student differences and learning styles, and developmentally appropriate classroom guidance techniques. Upon completion, students should be able to utilize developmentally appropriate behavior management and instructional strategies that enhance the teaching/learning process and promote students' academic success. SP

EDU 184 Early Childhood Introductory Practicum 1 3 0 2

Prerequisites: ENG 080, RED 080, and EDU 119 or
ENG 085 and EDU 119

Corequisites: None

This course introduces students to early childhood settings and applying skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on observing children and assisting in the implementation of developmentally appropriate activities/environments for all children; and modeling reflective/professional practices. Upon completion, students should be able to demonstrate developmentally appropriate interactions with children and ethical/professional behaviors as indicated by assignments and onsite faculty visits. FA

EDU 188 Issues in Early Childhood Education 2 0 0 2

Prerequisites: ENG 080 and RED 080 or
ENG 085

Corequisites: None

This course covers topics and issues in early childhood education. Emphasis is placed on current advocacy issues, emerging technology, professional growth experiences, and other related topics. Upon completion, students should be able to list, discuss, and explain current topics and issues in early childhood education. SP

EDU 216 Foundations of Education 4 0 0 4

Prerequisites: ENG 090 and RED 090 or
ENG 095

Corequisites: None

This course introduces the American educational system and the teaching profession. Topics include historical and philosophical foundations of education, contemporary educational, structural, legal, and financial issues, and experiences in public school classrooms. Upon completion, students should be able to relate classroom observations to the roles of teachers and schools and the process of teacher education. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement at select institutions only.* SP

EDU 221 Children with Exceptionalities 3 0 0 3

Prerequisites: ENG 090, RED 090, EDU 144, and EDU 145 or
ENG 090, RED 090, PSY 244, and PSY 245 or
ENG 095, EDU 144, and EDU 145 or
ENG 095, PSY 244, and PSY 245

Corequisites: None

This course introduces children with exceptionalities, their families, support services, inclusive/diverse settings, and educational/family plans based on the foundations of child development. Emphasis is placed on the characteristics of exceptionalities, observation and assessment of children, strategies for adapting the learning environment, and identification of community resources. Upon completion, students should be able to recognize diverse abilities, describe the referral process, and depict collaboration with families/professionals to plan/implement and promote best practice. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement at select institutions only.* SP

EDU 222	Learners with Behavioral Disorders	3	0	0	3
----------------	---	----------	----------	----------	----------

Prerequisites: ENG 090, RED 090, EDU 144, and EDU 145 or
 ENG 090, RED 090, PSY 244, and PSY 245 or
 ENG 095, EDU 144, and EDU 145 or
 ENG 095, PSY 244, and PSY 245

Corequisites: None

This course provides a comprehensive study of learners with behavioral disorders encompassing characteristics, assessments, placement alternatives, inclusion and family interventions. Topics include legislation, appropriate management interventions, and placement options for children with behavior disorders. Upon completion, students should be able to identify, develop, and utilize positive behavior support systems. FA

EDU 223	Specific Learning Disabilities	3	0	0	3
----------------	---------------------------------------	----------	----------	----------	----------

Prerequisites: ENG 090, RED 090, EDU 144, and EDU 145 or
 ENG 090, RED 090, PSY 244, and PSY 245 or
 ENG 095, EDU 144, and EDU 145 or
 ENG 095, PSY 244, and PSY 245

Corequisites: None

This course provides a comprehensive study of characteristics, alternative assessments, teaching strategies, placement options, inclusion, and family intervention for children with specific learning disabilities. Topics include causes, assessment instruments, learning strategies, and collaborative/inclusion methods for children with specific learning disabilities. Upon completion, students should be able to assist in identifying, assessing, and providing educational interventions for children with specific learning disabilities and their families. FA

EDU 234	Infants, Toddlers, & Twos	3	0	0	3
----------------	--------------------------------------	----------	----------	----------	----------

Prerequisites: ENG 090, RED 090, and EDU 119 or
 ENG 095 and EDU 119

Corequisites: None

This course covers the unique needs and rapid changes that occur in the first three years of life and the inter-related factors that influence development. Emphasis is placed on recognizing and supporting developmental milestones through purposeful strategies, responsive care routines and identifying elements of quality, inclusive early care and education. Upon completion, students should be able to demonstrate respectful relationships that provide a foundation for healthy infant/toddler/twos development, plan/select activities/materials, and partner with diverse families. SP

EDU 235	School-Age Development & Programs	3	0	0	3
----------------	--	----------	----------	----------	----------

Prerequisites: ENG 090 and RED 090 or
 ENG 095

Corequisites: None

This course includes developmentally appropriate practices in group settings for school-age children. Emphasis is placed on principles of development, environmental planning, and positive guidance techniques. Upon completion, students should be able to discuss developmental principles for all children ages five to twelve and plan and implement developmentally appropriate activities. FA

EDU 247	Sensory & Physical Disabilities	3	0	0	3
----------------	--	----------	----------	----------	----------

Prerequisites: ENG 090, RED 090, EDU 144, and EDU 145 or
 ENG 090, RED 090, PSY 244, and PSY 245 or
 ENG 095, EDU 144, and EDU 145 or
 ENG 095, PSY 244, and PSY 245

Corequisites: None

This course covers characteristics, intervention strategies, assistive technologies and inclusive practices for children with sensory and physical disabilities. Topics include inclusive placement options, utilization of support services, other health impairments, and family involvement for children with sensory and physical disabilities. Upon completion, students should be able to identify and utilize intervention strategies and service delivery options for those specific disabilities. FA

EDU 248	Developmental Delays	3	0	0	3
Prerequisites: ENG 090, RED 090, EDU 144, and EDU 145 or ENG 090, RED 090, PSY 244, and PSY 245 or ENG 095, EDU 144, and EDU 145 or ENG 095, PSY 244, and PSY 245					
Corequisites: None					
This course covers the causes and assessment of developmental delays and individualized instruction and curriculum for children with developmental delays. Emphasis is placed on definition, characteristics, assessment, educational strategies, inclusion, family involvement, and services for children with developmental delays. Upon completion, students should be able to identify, assess, and plan educational intervention strategies for children with developmental delays and their families. FA					
EDU 250	PRAXIS I Preparation	1	0	0	1
Prerequisites: ENG 090 and RED 090 or ENG 095					
Corequisites: None					
This course is designed to prepare potential teachers for the PRAXIS I exam that is necessary to enter the field of education. Emphasis is placed on content specifications of the PRAXIS I exam, study skills, and simulated examinations. Upon completion, students should be able to demonstrate an understanding of the content necessary for successful completion of the PRAXIS I exam. SP					
EDU 253	Music for Children	1	2	0	2
Prerequisites: ENG 090 and RED 090 or ENG 095					
Corequisites: None					
This courses covers theory, methods, and integration of music into a total early childhood experience. Topics include music theory, musical instruments, song design, and performance on the keyboard and autoharp. Upon completion, students should be able to play and sing a song and integrate musical skills into the curriculum. FA					
EDU 259	Curriculum Planning	3	0	0	3
Prerequisites: ENG 090, RED 090, and EDU 119 or ENG 095 and EDU 119					
Corequisites: None					
This course is designed to focus on curriculum planning for three-to-five year olds. Topics include philosophy, curriculum models, indoor and outdoor environments, scheduling, authentic assessment, and planning developmentally appropriate experiences. Upon completion, students should be able to evaluate children's development, critique curriculum, plan for individual and group needs, and assess and create quality environments. SP					
EDU 261	Early Childhood Administration I	3	0	0	3
Prerequisites: ENG 090 and RED 090 or ENG 095					
Corequisites: EDU 119					
This course introduces principles of basic programming and staffing, budgeting/financial management and marketing, and rules and regulations of diverse early childhood programs. Topics include program structure and philosophy, standards of NC child care programs, finance, funding resources, and staff and organizational management. Upon completion, students should be able to develop components of program/personnel handbooks, a program budget, and demonstrate knowledge of fundamental marketing strategies and NC standards. FA					
EDU 262	Early Childhood Administration II	3	0	0	3
Prerequisites: ENG 090, RED 090, and EDU 261 or ENG 095 and EDU 261					
Corequisites: EDU 119					
This course focuses on advocacy/leadership, public relations/community outreach and program quality/evaluation for diverse early childhood programs. Topics include program evaluation/accreditation,					

This course is designed to allow students to apply skills in a quality public or private school environment. Emphasis is placed on designing, implementing, and evaluating developmentally appropriate activities and environments for all children; supporting/involving families; and modeling reflective and professional practices. Upon completions, students should be able to demonstrate developmentally appropriate lesson plans/assessments, appropriate guidance techniques, ethical/professional behaviors as indicated by assignments and onsite faculty visits. SP

EDU 289	Advanced Issues/School Age	2	0	0	2
Prerequisites: ENG 090 and RED 090 or ENG 095					
Corequisites: None					
This course covers advanced topics and issues that relate to school-age programs. Emphasis is placed on current advocacy issues, emerging technology, professional growth, ethics, and organizations for providers/teachers working with school-age populations. Upon completion, students should be able to list, discuss, and explain advanced current topics and issues surrounding school-aged populations. FA					
ELC 112	DC/AC Electricity	3	6	0	5
Prerequisites: ENG 090, RED 090, MAT 060					
Corequisites: None					
This course introduces the fundamental concepts of and computations related to DC/AC electricity. Emphasis is placed on DC/AC circuits, components, operation of test equipment; and other related topics. Upon completion, students should be able to construct, verify, and analyze simple DC/AC circuits. FA					
ELC 113	Basic Wiring I	2	6	0	4
Prerequisites: ENG 090, RED 090, MAT 060					
Corequisites: None					
This course introduces the care/usage of tools and materials used in electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical blueprint reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with basic electrical installations. FA					
ELC 115	Industrial Wiring	2	6	0	4
Prerequisites: ENG 090, RED 090, MAT 060					
Corequisites: None					
This course covers layout, planning, and installation of wiring systems in industrial facilities. Emphasis is placed on industrial wiring methods and materials. Upon completion, students should be able to install industrial systems and equipment. SP					
ELC 117	Motors and Controls	2	6	0	4
Prerequisites: ENG 090, RED 090, MAT 060					
Corequisites: None					
This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contractors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits. SP					
ELC 118	National Electrical Code	1	2	0	2
Prerequisites: ENG 090, RED 090, MAT 060					
Corequisites: None					
This course covers the use of the current National Electrical Code. Topics include the NEC history, wiring methods, overcurrent protection, materials, and other related topics. Upon completion, students should be able to effectively use the NEC. SP					
ELC 128	Introduction to PLC	2	3	0	3
Prerequisites: ENG 090, RED 090, MAT 060					
Corequisites: None					
This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to install PLCs and create simple programs. SP					
ELN 131	Semiconductor Applications	3	3	0	4
Prerequisites: ENG 090, RED 090, MAT 060					
Corequisites: None					
This course introduces the characteristics and applications of semiconductor devices and circuits.					

ENG 090	Composition Strategies	3	0	0	3
Prerequisites: ENG 080 or appropriate CPT score					
Corequisites: None					
This course provides practice in the writing process and stresses effective paragraphs. Emphasis is placed on learning and applying the conventions of standard written English in developing paragraphs within the essay. Upon completion, students should be able to compose a variety of paragraphs and a unified, coherent essay. <i>This course satisfies the developmental writing requirement for ENG 111 or ENG 111A.</i> FA, SP, SU					

ENG 111	Expository Writing	3	0	0	3
Prerequisites: ENG 090 and RED 090 or appropriate CPT scores					
Corequisites: None					
This course is the required first course in a series of two designed to develop the ability to produce clear expository prose. Emphasis is placed on the writing process including audience analysis, topic selection, thesis support and development, editing, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.</i> FA, SP, SU					

ENG 113	Literature-Based Research	3	0	0	3
Prerequisites: ENG 111					
Corequisites: None					
<p>This course, the second in a series of two, expands the concepts developed in ENG 111 by focusing on writing that involves literature-based research and documentation. Emphasis is placed on critical reading and thinking and the analysis and interpretation of prose, poetry, and drama: plot, characterization, theme, cultural context, etc. Upon completion, students should be able to construct mechanically sound, documented essays and research papers that analyze and respond to literary works. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.</i> FA, SP</p>					

ENG 125	Creative Writing I	3	0	0	3
Prerequisites: ENG 111					
Corequisites: None					
This course is designed to provide students with the opportunity to practice the art of creative writing. Emphasis is placed on writing, fiction, poetry, and sketches. Upon completion, students should be able to craft and critique their own writing and critique the writing of others. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.</i> SP					

ENG 133	Introduction to the Novel	3	0	0	3
Prerequisites: ENG 111					
Corequisites: ENG 112, ENG 113, or ENG 114					
This course provides intensive study of the novel as a literary form, based on close reading of representative texts. Emphasis is placed on the development and analysis of the novel. Upon completion, students should be able to interpret, analyze, and discuss the distinguishing features of the novel. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.</i> FA					

ENG 231	American Literature I	3	0	0	3
Prerequisites: ENG 112, ENG 113, or ENG 114					
Corequisites: None					
This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.</i> FA					

ENG 232 American Literature II 3 0 0 3

Prerequisites: ENG 112, ENG 113, or ENG 114

Corequisites: None

This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.* SP

ENG 233 Major American Writers 3 0 0 3

Prerequisites: ENG 112, ENG 113, or ENG 114

Corequisites: None

This course provides an intensive study of the works of several major American authors. Emphasis is placed on American history, culture, and the literary merits of these works. Upon completion, students should be able to interpret, analyze, and evaluate the works studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.* FA

ENG 235 Survey of Film as Literature 3 0 0 3

Prerequisites: ENG 113

Corequisites: None

This course provides a study of the medium of film with a focus on the historical impact and the various literary genres of movies. Emphasis is placed on an appreciation of film as a form of literature which demonstrates various elements of fiction (character, setting, theme, etc.). Upon completion, students should be able to analyze film critically in various literary contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.* SP

ENG 243 Major British Writers 3 0 0 3

Prerequisites: ENG 112, ENG 113, or ENG 114

Corequisites: None

This course provides an intensive study of the works of several major British authors. Emphasis is placed on British history, culture, and the literary merits of these works. Upon completion, students should be able to interpret, analyze, and evaluate the works studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.* SP

ETR 220 Innovation and Creativity 3 0 0 3

Prerequisites: ENG 090, RED 090

Corequisites: None

This course provides a study of developing and enhancing individual and organizational creativity and innovation. Topics include that innovation needs to be applied to products, services, and processes to increase competitive advantages and add value to businesses. Upon completion, students should be able to apply innovation and creativity principles in the work place. SP

ETR 230 Entrepreneur Marketing 3 0 0 3

Prerequisites: ENG 090, RED 090

Corequisites: None

This course covers the techniques to correctly research and define the target market to increase sales for start-up businesses or to expand current businesses. Topics include how to target market and meet customers' needs with a limited budget in the early stages of the life of a start-up business. Upon completion, students should be able to demonstrate an understanding of how to correctly target market for a start-up business with limited resources. FA

ETR 240 Funding for Entrepreneurs 3 0 0 3

Prerequisites: ACC 120

Corequisites: None

This course provides a focus on the financial issues and needs confronting entrepreneurs attempting to grow their businesses by attracting start-up and growth capital. Topics include sources of funding including: angel investors, venture capital, IPO's, private placement, banks, suppliers, buyers, partners,

and the government. Upon completion, students should be able to demonstrate an understanding of how to effectively finance a business venture. SP

ETR 270 Entrepreneurship Issues 3 0 0 3

Prerequisites: ENG 090, RED 090

Corequisites: None

This course introduces current and emerging entrepreneurship issues and opportunities. Topics include franchising, import/export, small business taxes, legal structures, negotiations, contract management, and time management. Upon completion, students should be able to apply a variety of analytical and decision-making requirements to start a new business. FA

GEO 111 World Regional Geography 3 0 0 3

Prerequisites: ENG 090, RED 090

Corequisites: None

This course introduces the regional concept that emphasizes the spatial association of people and their environment. Emphasis is placed on the physical, cultural, and economic systems that interact to produce the distinct regions of the earth. Upon completion, students should be able to describe variations in physical and cultural features of a region and demonstrate an understanding of their functional relationships. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral science.* FA, SP

GRD 110 Typography I 2 2 0 3

Prerequisites: ENG 090, RED 090

Corequisites: None

This course introduces the history and mechanics of type and its application to layout and design. Topics include typographic fundamentals, anatomy, measurements, composition, identification, and terminology. Upon completion, students should be able to demonstrate proficiency in design application, analysis, specification, and creation of typographic elements. FA

GRD 113 History of Graphic Design 3 0 0 3

Prerequisites: ENG 090, RED 090

Corequisites: None

This course covers the history of graphic design and visual communications. Topics include major trends, developments, influences, and directions. Upon completion, students should be able to understand, recognize, and analyze important historical and worldwide cultural influences found in today's marketing of ideas and products. FA

GRD 121 Drawing Fundamentals I 1 3 0 2

Prerequisites: ENG 090, RED 090

Corequisites: None

This course increases observation skills using basic drawing techniques and media in graphic design. Emphasis is placed on developing the use of graphic design principles, media applications, spatial considerations, drawing styles, and approaches. Upon completion, students should be able to show competence and proficiency in finished works. FA

GRD 122 Drawing Fundamentals II 1 3 0 2

Prerequisites: GRD 121

Corequisites: None

This course is a continuation of GRD 121. Emphasis is placed on applying a unique style/approach to drawing from life situations and may include rendering human figures in action and repose. Upon completion, students should be able to show drawing competence and proficiency. SP

GRD 131 Illustration I 1 3 0 2

Prerequisites: ART 131 or GRD 121

Corequisites: None

This course introduces the application of rendering techniques to create illustrations. Emphasis is placed on controlling various media, methods, surfaces, design problems, and the appropriate media selection process. Upon completion, students should be able to produce quality illustrations from conception through finished artwork. SP

GRD 141	Graphic Design I	2	4	0	4
Prerequisites: ENG 090, RED 090					
Corequisites: None					
This course introduces the conceptualization process used in visual problem solving. Emphasis is placed on learning the principles of design and on the manipulation and organization of elements. Upon completion, students should be able to apply design principles and visual elements to projects. FA					
GRD 142	Graphic Design II	2	4	0	4
Prerequisites: ART 121 or GRD 141					
Corequisites: None					
This course covers the application of visual elements and design principles in advertising and graphic design. Topics include creation of various designs, such as logos, advertisements, posters, outdoor advertising, and publication design. Upon completion, students should be able to effectively apply design principles and visual elements to projects. SP					
GRD 151	Computer Design Basics	1	4	0	3
Prerequisites: ENG 090, RED 090					
Corequisites: None					
This course covers designing and drawing with various types of software applications for advertising and graphic design. Emphasis is placed on creative and imaginative use of space, shapes, value, texture, color, and typography to provide effective solutions to advertising and graphic design problems. Upon completion, students should be able to use the computer as a creative tool. FA					
GRD 152	Computer Design Techniques I	1	4	0	3
Prerequisites: GRD 151					
Corequisites: None					
This course covers complex design problems utilizing various design and drawing software applications. Topics include the expressive use of typography, image and organization to communicate a message. Upon completion, students should be able to use appropriate computer software to professionally present their work. SP					
GRD 167	Photographic Imaging I	1	4	0	3
Prerequisites: ENG 090, RED 090					
Corequisites: None					
This course introduces basic camera operations and photographic production. Topics include subject composition, depth of field, shutter control, light control, color, photo-finishing, and digital imaging, correction and output. Upon completion, students should be able to produce traditional and/or digital photographic prints with acceptable technical and compositional quality. SP					
GRD 241	Graphic Design III	2	4	0	4
Prerequisites: GRD 142					
Corequisites: None					
This course is an advanced exploration of various techniques and media for advertising and graphic design. Emphasis is placed on advanced concepts and solutions to complex and challenging graphic design problems. Upon completion, students should be able to demonstrate competence and professionalism in visual problem solving. FA					
GRD 265	Digital Print Production	1	4	0	3
Prerequisites: GRD 151					
Corequisites: None					
This course covers preparation of digital files for output and reproduction. Emphasis is placed on output options, separations, color proofing, and cost and design considerations. Upon completion, students should be able to prepare files and select appropriate output methods for design solutions. SP					
GRD 271	Multimedia Design I	1	3	0	2
Prerequisites: GRD 151					
Corequisites: None					
This course introduces the fundamentals of multimedia design and production for computer-related presentations. Topics include interface design, typography, storyboarding, scripting, simple animation,					

graphics, digital audiovideo, and copyright issues. Upon completion, students should be able to design and produce multimedia presentations. SP

GRD 280 Portfolio Design 2 4 0 4

Prerequisites: GRD 142 and GRD 152

Corequisites: None

This course covers the organization and presentation of a design/advertising or graphic art portfolio and appropriate related materials. Emphasis is placed on development and evaluation of the portfolio, design and production of a résumé and self-promotional materials, and interview techniques. Upon completion, students should be able to prepare and professionally present an effective portfolio and related self-promotional materials. SP

GRD 281 Design of Advertising 2 0 0 2

Prerequisites: ENG 090, RED 090

Corequisites: None

This course explores the origins, roles, scope, forms, and development of advertising. Emphasis is placed on advertising development from idea through production and the interrelationship of marketing to types of advertising, media, and organizational structure. Upon completion, students should be able to demonstrate an understanding of the complexities and relationships involved in advertising design. SP

GRD 285 Client/Media Relations 1 2 0 2

Prerequisites: GRD 142 and GRD 152

Corequisites: None

This course introduces media pricing, scheduling, and business ethics. Emphasis is placed on communication with clients and determination of clients' advertising needs. Upon completion, students should be able to use professional communication skills to effectively orchestrate client/media relationships. SP

GRO 120 Gerontology 3 0 0 3

Prerequisites: PSY 150, ENG 090, RED 090

Corequisites: None

This course covers the psychological, social, and physical aspects of aging. Emphasis is placed on the factors that promote mental and physical well-being. Upon completion, students should be able to recognize the aging process and its psychological, social, and physical aspects. SP

HIS 111 World Civilizations I 3 0 0 3

Prerequisites: ENG 090, RED 090

Corequisites: None

This course introduces world history from the dawn of civilization to the early modern era. Topics include Eurasian, African, American, and Greco-Roman civilizations and Christian, Islamic and Byzantine cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in pre-modern world civilizations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.* FA

HIS 112 World Civilizations II 3 0 0 3

Prerequisites: ENG 090, RED 090

Corequisites: None

This course introduces world history from the early modern era to the present. Topics include the cultures of Africa, Europe, India, China, Japan, and the Americas. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern world civilizations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.* SP

HIS 131 American History I 3 0 0 3

Prerequisites: ENG 090, RED 090

Corequisites: None

This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic,

and cultural developments in early American history. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.* FA

HIS 132 American History II 3 0 0 3

Prerequisites: ENG 090, RED 090

Corequisites: None

This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.* SP

HIS 145 The Second World War 3 0 0 3

Prerequisites: ENG 090, RED 090

Corequisites: None

This course covers the period of the Second World War from 1919 to 1945. Topics include the Treaty of Versailles, the rise of totalitarian regimes, the origins of the war, the major military campaigns in Europe and the Pacific, and the aftermath. Upon completion, students should be able to analyze significant political, military, socioeconomic, and cultural developments that influenced the Second World War. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.* FA

HIS 221 African-American History 3 0 0 3

Prerequisites: ENG 090, RED 090

Corequisites: None

This course covers African-American history from the Colonial period to the present. Topics include African origins, the slave trade, the Civil War, Reconstruction, the Jim Crow era, the civil rights movement, and contributions of African Americans. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the history of African Americans. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.* FA

HIS 236 North Carolina History 3 0 0 3

Prerequisites: ENG 090, RED 090

Corequisites: None

This course is a study of geographical, political, economic, and social conditions existing in North Carolina from America's discovery to the present. Topics include native and immigrant backgrounds; colonial, antebellum, and Reconstruction periods; party politics; race relations; and the transition from an agrarian to an industrial economy. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in North Carolina. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.* SP

HIT 212 ICD-9-CM Coding 3 3 0 4

Prerequisites: ENG 090, RED 090

Corequisites: None

This course covers ICD-9-CM diagnostic and procedural coding according to the guidelines of the Cooperating Parties. Emphasis is placed on coding conventions and rules, methodology and sequencing, data sets, documentation requirements, data retrieval, quality control, and use of coding resources. Upon completion, students should be able to apply coding principles to correctly assign ICD-9-CM diagnostic and surgical codes. FA

HIT 214 CPT/Other Coding Systems 1 3 0 2

Prerequisites: HIT 212

Corequisites: None

This course covers application of principles and guidelines of CPT/HCPCS coding. Topics include clinical classification/nomenclature systems such as SNOMED, DSM, ICD-O and the use of encoders. Upon completion, students should be able to apply coding principles to correctly assign CPT/HCPCS codes. SP

HSE 110	Introduction to Human Services	2	2	0	3
Prerequisites: ENG 090, RED 090					
Corequisites: None					
This course introduces the human services field, including the history, agencies, roles, and careers. Topics include personal/professional characteristics, diverse populations, community resources, disciplines in the field, systems, ethical standards, and major theoretical and treatment approaches. Upon completion, students should be able to identify the knowledge, skills, and roles of the human services worker. FA					
HSE 112	Group Process I	1	2	0	2
Prerequisites: Enrollment in the HSE program, ENG 090, RED 090					
Corequisites: None					
This course introduces interpersonal concepts and group dynamics. Emphasis is placed on self-awareness facilitated by experiential learning in small groups with analysis of personal experiences and the behavior of others. Upon completion, students should be able to show competence in identifying and explaining how people are influenced by their interactions in group settings. FA					
HSE 123	Interviewing Techniques	2	2	0	3
Prerequisites: ENG 090, RED 090					
Corequisites: None					
This course covers the purpose, structure, focus, and techniques employed in effective interviewing. Emphasis is placed on observing, attending, listening, responding, recording, and summarizing of personal histories with instructor supervision. Upon completion, students should be able to perform the basic interviewing skills needed to function in the helping relationship. SP					
HSE 125	Counseling	2	2	0	3
Prerequisites: ENG 090, RED 090					
Corequisites: None					
This course covers the major approaches to psychotherapy and counseling, including theory, characteristics, and techniques. Emphasis is placed on facilitation of self-exploration, problem solving, decision-making, and personal growth. Upon completion, students should be able to understand various theories of counseling and demonstrate counseling techniques. FA					
HSE 160	HSE Clinical Supervision I	1	0	0	1
Prerequisites: ENG 090, RED 090					
Corequisites: HSE 162					
This course provides an opportunity to discuss clinical experiences with peers and faculty. Emphasis is placed on discussing application of concepts and principles from related course content to clinical placement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes required in human service clinical experiences. FA					
HSE 162	HSE Clinical Experience I	0	0	6	2
Prerequisites: None					
Corequisites: HSE 160					
This course provides supervised clinical experience in human services delivery agencies. Emphasis is placed on the application and practice of concepts, principles, knowledge, and skills from related course work. Upon completion, students should be able to demonstrate and apply skills, knowledge, and values from human services classes. FA					
HSE 210	Human Services Issues	2	0	0	2
Prerequisites: Successful completion of 12 SHC in the HSE program, ENG 090, RED 090					
Corequisites: None					
This course covers current issues and trends in the field of human services. Emphasis is placed on contemporary topics with relevance to special issues in a multi-faceted field. Upon completion, students should be able to integrate the knowledge, skills, and experiences gained in classroom and clinical experiences with emerging trends in the field. SP					

HSE 212	Group Process II	1	2	0	2
Prerequisites: HSE 112					
Corequisites: None					
This course is a continuation of the study of interpersonal concepts and group dynamics. Emphasis is placed on self-awareness facilitated by experiential learning in small groups with analysis of personal experiences and the behavior of others. Upon completion, students should be able to demonstrate their ability to communicate with others and facilitate communications between others. SP					
HSE 220	Case Management	2	2	0	3
Prerequisites: HSE 110					
Corequisites: None					
This course covers the variety of tasks associated with professional case management. Topics include treatment planning, needs assessment, referral procedures, and follow-up and integration of services. Upon completion, students should be able to effectively manage the care of the whole person from initial contact through termination of services. FA					
HSE 225	Crisis Intervention	3	0	0	3
Prerequisites: ENG 090, RED 090					
Corequisites: None					
This course introduces the basic theories and principles of crisis intervention. Emphasis is placed on identifying and demonstrating appropriate and differential techniques for intervening in various crisis situations. Upon completion, students should be able to assess crisis situations and respond appropriately. FA					
HSE 242	Family Systems	3	0	0	3
Prerequisites: PSY 150 or SOC 210, and ENG 090, RED 090					
Corequisites: None					
This course introduces the concepts of family structure as a system and includes the impact of contemporary society on the family. Topics include systems theory, family structure, blended families, divorce, adoption, and the elderly. Upon completion, students should be able to demonstrate an understanding of families as a system and the impact of change on family structure. SP					
HSE 260	HSE Clinical Supervision II	1	0	0	1
Prerequisites: ENG 090, RED 090					
Corequisites: HSE 262					
This course provides an opportunity to discuss clinical experiences with peers and faculty. Emphasis is placed on discussing application of concepts and principles from related course content to clinical placement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes required in human services clinical experiences. SP					
HSE 262	HSE Clinical Experience II	0	0	6	2
Prerequisites: None					
Corequisites: HSE 260					
This course provides additional supervised clinical experience in human services delivery agencies. Emphasis is placed on the application and practice of concepts, principles, knowledge, and skills from related course work. Upon completion, students should be able to demonstrate and apply skills, knowledge, and values from human services classes. SP					
HUM 120	Cultural Studies	3	0	0	3
Prerequisites: ENG 090, RED 090					
Corequisites: None					
This course introduces the distinctive features of a particular culture. Topics include art, history, music, literature, politics, philosophy, and religion. Upon completion, students should be able to appreciate the unique character of the student culture. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.</i> FA, SP					
HUM 130	Myth in Human Culture	3	0	0	3
Prerequisites: ENG 090, RED 090					
Corequisites: None					

This course provides an in-depth study of myths and legends. Topics include the varied sources of myths and their influence on the individual and society within diverse cultural contexts. Upon completion, students should be able to demonstrate a general familiarity with myths and a broad-based understanding of the influence of myths and legends on modern culture. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.* FA

HUM 220 Human Values and Meaning 3 0 0 3

Prerequisites: ACA 122, ENG 111

Corequisites: None

This course presents some major dimensions of human experience as reflected in art, music, literature, philosophy, and history. Topics include the search for identity, the quest for knowledge, the need for love, the individual and society, and the meaning of life. Upon completion, students should be able to recognize interdisciplinary connections and distinguish between open and closed questions and between narrative and scientific models of understanding. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.* SP

HYD 110 Hydraulics/Pneumatics I 2 3 0 3

Prerequisites: ENG 090, RED 090, MAT 060

Corequisites: None

This course introduces the basic components and functions of hydraulic and pneumatic systems. Topics include standard symbols, pumps, control valves, control assemblies, actuators, FRL, maintenance procedures, and switching and control devices. Upon completion, students should be able to understand the operation of a fluid power system, including design, application, and troubleshooting. FA

ISC 110 Workplace Safety 1 0 0 1

Prerequisites: ENG 090, RED 090

Corequisites: None

This course introduces the basic concepts of workplace safety. Topics include fire, ladders, lifting, lock-out/tag-out, personal protective devices, and other workplace safety issues related to OSHA compliance. Upon completion, students should be able to demonstrate an understanding of the components of a safe workplace. SP

ISC 112 Industrial Safety 2 0 0 2

Prerequisites: ENG 090, RED 090

Corequisites: None

This course introduces the principles of industrial safety. Emphasis is placed on industrial safety, OSHA, and environmental regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment and OSHA compliance. SP

ISC 128 Industrial Leadership 2 0 0 2

Prerequisites: ENG 090, RED 090

Corequisites: None

This course introduces principles and techniques for managers in modern industry. Topics include leadership traits, management principles and processes, managing conflict, group dynamics, team building, counseling, motivation, and communication. Upon completion, students should be able to understand and apply leadership and management principles in work situations. SP

LEX 110 Introduction to Paralegal Study 2 0 0 2

Prerequisites: ENG 090, RED 090

Corequisites: None

This course introduces the paralegal profession and the legal system, and an emphasis is placed on the role of professional and legal ethics. Topics include regulations, ethics, case analysis, legal reasoning, career opportunities, professional organizations, terminology, and other related topics. Upon completion, students should be able to explain the role of a paralegal and identify the skills, knowledge, and ethics required of paralegals. FA

LEX 120 Legal Research/Writing I 2 2 0 3

Prerequisites: ENG 090, RED 090

Corequisites: None

This course introduces the techniques of legal research and writing. Emphasis is placed on locating, analyzing, applying, and updating sources of law; effective legal writing, including proper citation; and the use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course. FA

LEX 130 Civil Injuries 3 0 0 3

Prerequisites: ENG 090, RED 090

Corequisites: None

This course covers traditional tort concepts and the evolving body of individual rights created by statute. Topics include intentional and non-intentional torts with emphasis on negligence, strict liability, civil rights, workplace and environmental liability, remedies, and damages. Upon completion, students should be able to recognize, explain, and evaluate elements of civil injuries and related defenses. SP

LEX 140 Civil Litigation I 3 0 0 3

Prerequisites: ENG 090, RED 090

Corequisites: None

This course introduces the structure of the legal system and the rules governing civil litigation. Topics include jurisdiction, state and federal rules of civil procedure and evidence. Upon completion, students should be able to assist an attorney in the preparation of pleadings and motions. FA

LEX 141 Civil Litigation II 2 2 0 3

Prerequisites: LEX 140

Corequisites: None

This course covers advanced topics in the civil litigation process. Topics include motions, discovery, and trial and appellate procedures. Upon completion, students should be able to assist an attorney in preparing and organizing documents for trial, settlement and post-trial practice. SP

LEX 150 Commercial Law I 2 2 0 3

Prerequisites: ENG 090, RED 090

Corequisites: None

This course covers legally enforceable agreements, forms of organization, and selected portions of the Uniform Commercial Code. Topics include drafting and enforcement of contracts, leases, and related documents and selection and implementation of business organization forms, sales, and commercial papers. Upon completion, students should be able to apply the elements of a contract, prepare various business documents, and understand the role of commercial paper. FA

LEX 210 Real Property I 3 0 0 3

Prerequisites: ENG 090, RED 090

Corequisites: None

This course introduces the study of real property law. Topics include the distinction between real and personal property, various estates, mechanics of conveyance and encumbrance, recordation, special proceedings, and other related topics. Upon completion, students should be able to identify estates, forms of deeds, requirements for recording, and procedures to enforce rights to real property. FA

LEX 211 Real Property II 1 4 0 3

Prerequisites: LEX 210

Corequisites: None

This course continues the study of real property law relating to title examination and preparation of closing documents. Topics include use of courthouse and other public records in title examination and preparation of documents required in real estate transactions and closings. Upon completion, students should be able to plot/draft a description, perform complete title examination, draft closing documents including title insurance forms, and prepare disbursement reconciliation. SP

LEX 220 Corporate Law 2 0 0 2

Prerequisites: ENG 090, RED 090

Corequisites: None

This course covers the legal aspects of forming, operating, and maintaining a business. Emphasis is placed on the business corporation with additional coverage of sole proprietorships and partnerships.

Upon completion, students should be able to draft basic partnership and corporate documents and file these documents as required. SP

LEX 240 Family Law 3 0 0 3

Prerequisites: ENG 090, RED 090

Corequisites: None

This course covers laws governing domestic relations. Topics include marriage, separation, divorce, child custody, support, property division, adoption, domestic violence, and other related topics. Upon completion, students should be able to interview clients, gather information, and draft documents related to family law. FA

LEX 250 Wills, Estates, & Trusts 2 2 0 3

Prerequisites: ENG 090, RED 090

Corequisites: None

This course covers various types of wills, trusts, probate, estate administration, and intestacy. Topics include types of wills and execution requirements, caveats and dissents, intestate succession, inventories and accountings, distribution and settlement, and other related topics. Upon completion, students should be able to draft simple wills, prepare estate forms, understand administration of estates including taxation, and explain terms regarding trusts. SP

LEX 280 Ethics & Professionalism 2 0 0 2

Prerequisites: ENG 090, RED 090

Corequisites: None

This course reinforces legal ethics and the role of the paralegal in a professional work environment. Topics include a review of ethics, employment opportunities, and search techniques; paralegal certification; and other related topics. Upon completion, students should be able to understand the paralegal's role in the ethical practice of law. SP

MAT 050 Basic Math Skills 3 2 0 4

Prerequisites: Appropriate CPT score

Corequisites: None

This course is designed to strengthen basic math skills. Topics include properties, rounding, estimating, comparing, converting, and computing whole numbers, fractions, and decimals. Upon completion, students should be able to perform basic computations and solve relevant mathematical problems. FA, SP

MAT 060 Essential Mathematics 3 2 0 4

Prerequisites: MAT 050 or appropriate CPT score

Corequisites: None

This course is a comprehensive study of mathematical skills, which should provide a strong mathematical foundation to pursue further study. Topics include principles and applications of decimals, fractions, percents, ratio and proportion, order of operations, geometry, measurement, and elements of algebra and statistics. Upon completion, students should be able to perform basic computations and solve relevant, multi-step mathematical problems using technology where appropriate. FA, SP, SU

MAT 070 Introductory Algebra 3 2 0 4

Prerequisites: MAT 060 or appropriate CPT scores

Corequisites: RED 080 or appropriate CPT score

This course establishes a foundation in algebraic concepts and problem solving. Topics include signed numbers, exponents, order of operations, simplifying expressions, solving linear equations and inequalities, graphing, formulas, polynomials, factoring, and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology. FA, SP, SU

MAT 080 Intermediate Algebra 3 2 0 4

Prerequisites: MAT 070 or appropriate CPT scores

Corequisites: RED 080 or appropriate CPT score

This course continues the study of algebraic concepts with emphasis on applications. Topics include factoring; rational expressions; rational exponents; rational, radical, and quadratic equations; systems of equations; inequalities; graphing; functions; variations; complex numbers; and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology. FA, SP, SU

statistics, and decision-making. Emphasis is placed on measures of central tendency and dispersion, correlation, regression, discrete and continuous probability distributions, quality control, population parameter estimation, and hypothesis testing. Upon completion, students should be able to describe important characteristics of a set of data and draw inferences about a population from sample data. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics (Quantitative Option).* FA, SP

MAT 151A Statistics I Lab 0 2 0 1

Prerequisites: MAT 080 or appropriate CPT scores, and ENG 090, RED 090

Corequisites: MAT 151

This course is a laboratory for MAT 151. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.* FA, SP

MAT 171 Precalculus Algebra 3 0 0 3

Prerequisites: MAT 080 or appropriate CPT scores and ENG 090, RED 090

Corequisites: None

This is the first of two courses designed to emphasize topics that are fundamental to the study of calculus. Emphasis is placed on equations and inequalities, functions (linear, polynomial, rational), systems of equations and inequalities, and parametric equations. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and predictions. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.* FA, SP

MAT 171A Precalculus Algebra Lab 0 2 0 1

Prerequisites: MAT 080 or appropriate CPT scores and ENG 090, RED 090

Corequisites: MAT 171

This course is a laboratory for MAT 171. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.* FA, SP

MAT 172 Precalculus Trigonometry 3 0 0 3

Prerequisites: MAT 171

Corequisites: None

This is the second of two courses designed to emphasize topics that are fundamental to the study of calculus. Emphasis is placed on properties and applications of transcendental functions and their graphs, right and oblique triangle trigonometry, conic sections, and vectors. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.* SP

MAT 172A Precalculus Trigonometry Lab 0 2 0 1

Prerequisites: MAT 171

Corequisites: MAT 172

This course is a laboratory for MAT 172. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.* SP

MAT 271 Calculus I 3 2 0 4

Prerequisites: MAT 172

Corequisites: None

This course covers in depth the differential calculus portion of a three-course calculus sequence. Topics include limits, continuity, derivatives, and integrals of algebraic and transcendental functions of one variable, with applications. Upon completion, students should be able to apply differentiation and integration techniques to algebraic and transcendental functions of one variable. *This course has been*

This course covers advanced use of milling machines and lathes. Emphasis is placed on safety and compound setup of milling machines and lathes for manufacture of projects with a specified fit. Upon completion, students should be able to demonstrate proper procedures for manufacture of assembled parts. FA

MEC 172	Introduction to Metallurgy	2	2	0	3
Prerequisites: ENG 090, RED 090, MAT 060					
Corequisites: None					
This course covers the production, properties, testing, classification, microstructure, and heat-treating effects of ferrous and non-ferrous metals. Topics include the iron-carbon phase diagram, ITT diagram, ANSI code, quenching, senescing, and other processes concerning metallurgical transformations. Upon completion, students should be able to understand the iron-carbon phase diagram, ITT diagram, microstructure images, and other phenomena concerning the behavior of metals. FA					
MED 110	Orientation to Medical Assisting	1	0	0	1
Prerequisites: ENG 090, RED 090					
Corequisites: None					
This course covers the history of medicine and the role of the medical assistant in the health care setting. Emphasis is placed on professionalism, communication, attitude, behaviors, and duties in the medical environment. Upon completion, students should be able to project a positive attitude and promote the profession of medical assisting. FA, SP					
MED 112	Orientation to Clinical Setting I	0	0	3	1
Prerequisites: Enrollment in Medical Assisting or MLA programs, ENG 090, RED 090					
Corequisites: None					
This course provides an early opportunity to observe and/or perform in the medical setting. Emphasis is placed on medical assisting procedures including appointment scheduling, filing, greeting patient, telephone techniques, billing, collections, medical records, and related medical procedures. Upon completion, students should be able to identify administrative and clinical procedures in the medical environment. Medical asepsis such as hand washing and donning sterile gloves will be introduced. FA, SP					
MED 121	Medical Terminology I	3	0	0	3
Prerequisites: ENG 090, RED 090					
Corequisites: None					
This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders. FA, SP, SU					
MED 122	Medical Terminology II	3	0	0	3
Prerequisites: MED 121					
Corequisites: None					
This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders. FA, SP, SU					
MED 130	Administrative Office Procedures I	1	2	0	2
Prerequisites: ENG 090, RED 090					
Corequisites: None					
This course introduces medical office administrative procedures. Topics include appointment processing, written and oral communications, medical records, patient orientation, and safety. Upon completion, students should be able to perform basic administrative skills within the medical environment. FA, SP					
MED 131	Administrative Office Procedures II	1	2	0	2
Prerequisites: MED 130					
Corequisites: None					
This course provides medical office procedures in both economic and management skills. Topics include physical plant maintenance, equipment and supplies, liability coverage, medical economics, and introductory insurance procedures. Upon completion, students should be able to manage the economics of the medical office and supervise personnel. FA, SP					

MED 140	Examination Room Procedures I	3	4	0	5
Prerequisites: Enrollment in the Medical Assisting program, ENG 090, RED 090					
Corequisites: None					
This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of medications, EKG, vital signs, and medical emergencies. Upon completion, students should be able to demonstrate competence in exam room procedures. SP					
MED 150	Laboratory Procedures I	3	4	0	5
Prerequisites: Enrollment in Medical Assisting or MLA programs, ENG 090, RED 090					
Corequisites: None					
This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective tests, phlebotomy, screening and follow-up of test results, and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics. FA, SP					
MED 260	MED Clinical Externship	0	0	15	5
Prerequisites: Enrollment in the Medical Assisting program and MED 131, MED 140, and MED 150					
Corequisites: None					
This course provides the opportunity to apply clinical, laboratory, and administrative skills in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level health care professional. SU					
MED 262	Clinical Perspectives	1	0	0	1
Prerequisites: Enrollment in the Medical Assisting program, ENG 090, RED 090					
Corequisites: None					
This course is designed to explore personal and occupational responsibilities of the practicing medical assistant. Emphasis is placed on problems encountered during externships and development of problem-solving skills. Upon completion, students should be able to demonstrate courteous and diplomatic behavior when solving problems in the medical facility. SU					
MED 264	Medical Assisting Overview	2	0	0	2
Prerequisites: Enrollment in the MA program, ENG 090, RED 090, or graduate of a CAAHEP accredited program, or MA recertifying					
Corequisites: None					
This course provides an overview of the complete medical assisting curriculum. Emphasis is placed on all facets of medical assisting pertinent to administrative, laboratory, and clinical procedures performed in the medical environment. Upon completion, students should be able to demonstrate competence in the areas covered on the national certification examination for medical assistants. SU					
MED 272	Drug Therapy	3	0	0	3
Prerequisites: MED 140					
Corequisites: None					
This course focuses on major drug groups, including their side effects, interactions, methods of administration, and proper documentation. Emphasis is placed on the theory of drug administration. Upon completion, students should be able to identify, spell, recognize side effects of, and document the most commonly used medications in a physician's office. SP					
MKT 120	Principles of Marketing	3	0	0	3
Prerequisites: ENG 090, RED 090, MAT 060					
Corequisites: None					
This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision-making. FA					

MTH 110	Fundamentals of Massage	6	9	3	10
Prerequisites: Enrollment in the Therapeutic Massage program, ENG 090, RED 090, MAT 060					
Corequisites: None					
This course introduces concepts basic to the role of the massage therapist in a variety of clinical settings. Emphasis is placed on beginning theory and techniques of body work as well as skill in therapeutic touch. Upon completion of the course, the student should be able to apply basic practical massage therapy skills. FA					
MTH 120	Therapeutic Massage Applications	6	9	3	10
Prerequisites: MTH 110					
Corequisites: None					
This course provides an expanded knowledge and skill base for the massage therapist in a variety of settings. Emphasis is placed on selected therapeutic approaches throughout the lifespan. Upon completion, students should be able to perform entry-level therapeutic massage on various populations. SP					
MTH 121	Clinical Supplement I	0	0	3	1
Prerequisites: None					
Corequisites: MTH 110, MTH 120, MTH 125, MTH 210, or MTH 220					
This course is designed to introduce the student to a variety of clinical experiences. Emphasis is placed on applying the therapeutic massage process across the lifespan. Upon completion, students should be able to demonstrate delivery of massage techniques in a clinical setting. FA					
MTH 125	Ethics of Massage	2	0	0	2
Prerequisites: Enrollment in the Therapeutic Massage program, ENG 090, RED 090, MAT 060					
Corequisites: None					
This course is designed to explore issues related to the practice of massage therapy. Emphasis is placed on ethical, legal, professional, and political issues. Upon completion, students should be able to discuss issues relating to the practice of massage therapy, client/therapist relationships as well as ethical issues. FA					
MTH 221	Clinical Supplement II	0	0	6	2
Prerequisites: MTH 110					
Corequisites: MTH 120, MTH 125, MTH 210, or MTH 220					
This course is designed to be offered as an advanced clinical experience. Emphasis is placed on applying an advanced therapeutic massage process across the lifespan. Upon completion, students should be able to demonstrate delivery of massage at an advanced level in a clinical setting. SP					
MUS 110	Music Appreciation	3	0	0	3
Prerequisites: ENG 090, RED 090					
Corequisites: None					
This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.</i> FA, SP					
NET 125	Networking Basics (CISCO I)	1	4	0	3
Prerequisites: ENG 090, RED 090, MAT 060, CIS 070					
Corequisites: None					
This course introduces the networking field. Emphasis is placed on network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks related to networking mathematics, terminology, and models, media, Ethernet, subnetting, and TCP/IP Protocols. FA					
NET 126	Routing Basics (CISCO II)	1	4	0	3
Prerequisites: NET 125					
Corequisites: None					
This course focuses on initial router configuration, router software management, routing protocol configuration, TCP/IP, and access control lists (ACLs). Emphasis will be placed on the fundamentals of router configuration, managing router software, routing protocol, and access lists. Upon completion,					

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of oxygenation, sexuality, reproduction, grief/loss, mood/affect, behaviors, development, family, health-wellness-illness, communication, caring

NUR 114	Holistic Health Concepts	3	0	6	5
---------	--------------------------	---	---	---	---

Corequisites: None

NUR 117	Pharmacology	1	3	0	2
---------	--------------	---	---	---	---

Corequisites: None

NUR 118	Nutrition/Diet Therapy	2	0	0	2
---------	------------------------	---	---	---	---

Corequisites: None

NUR 211	Health Care Concepts	3	0	6	5
----------------	-----------------------------	----------	----------	----------	----------

Corequisites: None

NUR 212	Health System Concepts	3	0	6	5
----------------	-------------------------------	----------	----------	----------	----------

Corequisites: None

NUR 213	Complex Health Concepts	4	3	15	10
---------	-------------------------	---	---	----	----

Corequisites: None

This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of fluid/electrolytes, metabolism, perfusion, mobility, stress/coping, violence, health-wellness-illness, professional behaviors, caring interventions, managing care, healthcare systems, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide quality, individualized, entry-level nursing care. SP

OST 131	Keyboarding	1	2	0	2
Prerequisites: ENG 090, RED 090					
Corequisites: None					
This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system. FA, SP					
OST 134	Text Entry & Formatting	2	2	0	3
Prerequisites: ENG 090, RED 090, OST 131					
Corequisites: None					
This course is designed to provide skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce documents and key timed writings at speeds commensurate with employability. FA, SP					
OST 136	Word Processing	2	2	0	3
Prerequisites: ENG 090, RED 090					
Corequisites: None					
This course is designed to introduce word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment. SP					
OST 148	Medical Coding Billing & Insurance	3	0	0	3
Prerequisites: ENG 090, RED 090					
Corequisites: None					
This course introduces fundamentals of medical coding, billing, and insurance. Emphasis is placed on the medical billing cycle to include third-party payers, coding concepts, and forms preparation. Upon completion, students should be able to explain the life cycle of and accurately complete a medical insurance claim. FA					
OST 149	Medical Legal Issues	3	0	0	3
Prerequisites: ENG 090, RED 090					
Corequisites: None					
This course introduces the complex legal, moral, and ethical issues involved in providing health-care services. Emphasis is placed on the legal requirements of medical practices; the relationship of physician, patient, and office personnel; professional liabilities; and medical practice liability. Upon completion, students should be able to demonstrate a working knowledge of current medical law and accepted ethical behavior. FA, SP					
OST 164	Text Editing Applications	3	0	0	3
Prerequisites: ENG 090, RED 090					
Corequisites: None					
This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text. FA					
OST 184	Records Management	2	2	0	3
Prerequisites: ENG 090, RED 090					
Corequisites: None					
This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system. FA					
OST 236	Advanced Word/Information Processing	2	2	0	3
Prerequisites: OST 136					
Corequisites: None					
This course develops proficiency in the utilization of advanced word/information processing functions. Emphasis is placed on advanced word processing features. Upon completion, students should be able to produce a variety of complex business documents. SP					

OST 241	Medical Office Transcription I	1	2	0	2
Prerequisites: MED 121					
Corequisites: None					
This course introduces machine transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription, proofreading, and use of reference materials as well as vocabulary building. Upon completion, students should be able to prepare accurate and usable transcripts of voice recordings in the covered specialties. SP					
OST 242	Medical Office Transcription II	1	2	0	2
Prerequisites: OST 241					
Corequisites: None					
This course continues building transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription and text editing, efficient use of reference materials, increasing transcription speed and accuracy, and improving understanding of medical terminology. Upon completion, students should be able to display competency in accurately transcribing medical documents. SP					
OST 243	Medical Office Simulation	2	2	0	3
Prerequisites: OST 148					
Corequisites: None					
This course introduces medical systems used to process information in the automated office. Topics include traditional and electronic information resources, storing and retrieving information, and the billing cycle. Upon completion, students should be able to use the computer accurately to schedule, bill, update, and make corrections. SP					
OST 247	Procedure Coding	1	2	0	2
Prerequisites: MED 121 or OST 141					
Corequisites: None					
This course provides in-depth coverage of procedural coding. Emphasis is placed on CPT and HCPCS coding systems. Upon completion, students should be able to properly code procedures and services performed in a medical facility. FA					
OST 248	Diagnostic Coding	1	2	0	2
Prerequisites: MED 121 or OST 141					
Corequisites: None					
This course provides an in-depth study of diagnostic coding. Emphasis is placed on ICD coding systems. Upon completion, students should be able to properly code diagnoses in a medical facility. FA					
OST 249	CPC Certification	3	2	0	4
Prerequisites: OST 247 and OST 248					
Corequisites: None					
This course provides instruction that will prepare students to sit for the American Association of Professional Coders (AAPC) CPC exam. Topics include diagnostic and procedural coding. Upon completion, students should be able to sit for the AAPC CPC exam. SP					
OST 286	Professional Development	3	0	0	3
Prerequisites: ENG 090, RED 090					
Corequisites: None					
This course covers the personal competencies and qualities needed to project a professional image in the office. Topics include interpersonal skills, health lifestyles, appearance, attitude, personal and professional growth, multicultural awareness, and professional etiquette. Upon completion, students should be able to demonstrate these attributes in the classroom, office, and society. FA					
PHI 240	Introduction to Ethics	3	0	0	3
Prerequisites: ENG 111					
Corequisites: None					
This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on utilitarianism, rule-based ethics, existentialism, relativism versus objectivism, and egoism. Upon completion, students should be able to apply various					

ethical theories to individual moral issues such as euthanasia, abortion, crime and punishment, and justice. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.* SP

PHY 110 Conceptual Physics 3 0 0 3

Prerequisites: ENG 090, RED 090, MAT 070

Corequisites: None

This course provides a conceptually-based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe. Upon completion, students should be able to describe examples and applications of the principles studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.* FA, SP

PHY 110A Conceptual Physics Lab 0 2 0 1

Prerequisites: None

Corequisites: PHY 110

This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.* FA, SP

PHY 151 College Physics I 3 2 0 4

Prerequisites: MAT 171

Corequisites: None

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vectors, linear kinematics and dynamics, energy, power, momentum, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.* FA

PHY 152 College Physics II 3 2 0 4

Prerequisites: PHY 151

Corequisites: None

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics.* SP

POL 120 American Government 3 0 0 3

Prerequisites: ENG 090, RED 090

Corequisites: None

This course is a study of the origins, development, structure, and functions of American national government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy formation. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral science.* FA, SP

PSY 150 General Psychology 3 0 0 3

Prerequisites: ENG 090, RED 090

Corequisites: None

This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior,

This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral science.* FA

RAD 131	Radiographic Physics I	1	3	0	2
Prerequisites: Enrollment in the Radiation Therapy program, ENG 090, RED 090, MAT 060					
Corequisites: None					
This course introduces the fundamental principles of physics that underlie diagnostic X-ray production and radiography. Topics include electromagnetic waves, electricity and magnetism, electrical energy, and power and circuits as they relate to radiography. Upon completion, students should be able to demonstrate an understanding of basic principles of physics as they relate to the operation of radiographic equipment. SP					
RED 070	Essential Reading Skills	3	2	0	4
Prerequisites: Appropriate CPT score					
Corequisites: None					
This course is designed to strengthen reading skills. Emphasis is placed on basic word attack skills, vocabulary, transitional words, paragraph organization, basic comprehension skills, and learning strategies. Upon completion, students should be able to demonstrate competence in the skills required for RED 080. <i>This course does not satisfy the developmental reading prerequisites for ENG 111 or ENG 111A.</i>					
RED 080	Introduction to College Reading	3	2	0	4
Prerequisites: RED 070 or appropriate CPT score					
Corequisites: None					
This course introduces effective reading and inferential thinking in preparation for RED 090. Emphasis is placed on vocabulary, comprehension, and reading strategies. Upon completion, students should be able to determine main ideas and supporting details, recognize basic patterns of organization, draw conclusions, and understand vocabulary in context. <i>This course does not satisfy the developmental reading prerequisite for ENG 111 or ENG 111A.</i> FA, SP					
RED 090	Improved College Reading	3	2	0	4
Prerequisites: RED 080 or appropriate CPT score					
Corequisites: None					
This course is designed to improve reading and critical thinking skills. Topics include vocabulary enhancement; extracting implied meaning; analyzing author's purpose, tone, and style; and drawing conclusions and responding to written material. Upon completion, students should be able to comprehend and analyze college-level reading material. <i>This course satisfies the developmental reading prerequisite for ENG 111 or ENG 111A.</i> FA, SP, SU					
REL 110	World Religions	3	0	0	3
Prerequisites: ENG 090, RED 090					
Corequisites: None					
This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.</i> FA, SP					
REL 211	Introduction to Old Testament	3	0	0	3
Prerequisites: ENG 090, RED 090					
Corequisites: None					
This course is a survey of the literature of the Hebrews with readings for the law, prophets, and other writings. Emphasis is placed on the use of literacy, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.</i> FA					
REL 212	Introduction to New Testament	3	0	0	3
Prerequisites: ENG 090, RED 090					
Corequisites: None					
This course is a survey of the literature of first-century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand					

New Testament literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.* SP

REL 221 Religion in America 3 0 0 3

Prerequisites: ENG 090, RED 090

Corequisites: None

This course is an examination of religious beliefs and practice in the United States. Emphasis is placed on mainstream religious traditions and non-traditional religious movements from the Colonial period to the present. Upon completion, students should be able to recognize and appreciate the diversity of religious traditions in America. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.* FA, SP

RTT 120 Radiation Therapy Positioning 2 2 0 3

Prerequisites: Enrollment in the Radiation Therapy program, ENG 090, RED 090, MAT 060

Corequisites: None

This course provides the knowledge and skills necessary to perform basic treatment and simulation procedures. Emphasis is placed on proper patient positioning for simulation and treatment. Upon completion, students should be able to demonstrate competence in these areas. FA

RTT 121 Special Imaging 2 0 0 2

Prerequisites: Enrollment in the Radiation Therapy program, ENG 090, RED 090, MAT 060

Corequisites: None

This course introduces special imaging modalities including computed tomography and magnetic resonance imaging. Emphasis is placed on the comparison of computed tomography and magnetic resonance imaging for the visualization of various neoplasms. Upon completion, students should be able to demonstrate proper utilization of special imaging modalities relative to radiation treatment planning. FA

RTT 150 Radiation Therapy Orientation 3 0 0 3

Prerequisites: Enrollment in the Radiation Therapy program, ENG 090, RED 090, MAT 060

Corequisites: None

This course introduces the operations of radiation therapy departments. Emphasis is placed on patient care in the clinical setting, familiarization with therapy equipment and the role of the radiation therapist. Upon completion, students should be able to demonstrate an understanding of the roles of a radiation therapist. FA

RTT 151 RTT Clinical Education I 0 0 15 5

Prerequisites: RTT 120

Corequisites: None

This course provides the opportunity to become proficient in basic procedures and gain experience in advanced areas. Emphasis is placed on treatment skills with an introduction to simulation. Upon completion, students should be able to demonstrate successful completion of clinical objectives. SP

RTT 161 RTT Clinical Education II 0 0 9 3

Prerequisites: RTT 151

Corequisites: None

This course provides additional experience in treatment and simulation. Emphasis is placed on refining patient positioning skills in both treatment and simulation. Upon completion, students should be able to demonstrate successful completion of clinical objectives. SU

RTT 210 Radiobiology 2 0 0 2

Prerequisites: RTT 161

Corequisites: None

This course focuses on the biological effects of ionizing radiation, tissue sensitivity, and tissue response to radiation. Emphasis is placed on methods of radiation protection applicable to tumor localization and treatment delivery. Upon completion, students should be able to demonstrate an understanding of the effects of ionizing radiation on the body. SP

RTT 221 Clinical Oncology I 3 0 0 3

Prerequisites: RTT 161

Corequisites: None

This course introduces the principles of carcinogenesis and neoplasia. Emphasis is placed on cancer development in relation to specific anatomical sites. Upon completion, students should be able to recognize factors related to cancer development and state treatment options for each anatomical site included. FA

RTT 222 Clinical Oncology II 3 0 0 3

Prerequisites: RTT 221

Corequisites: None

This course continues the study of neoplasia in relation to specific anatomical systems. Emphasis is placed on cancer development in relation to specific anatomical sites. Upon completion, students should be able to recognize factors related to cancer development and state treatment options for each anatomical site included. SP

RTT 230 General RAD THRY Physics 3 0 0 3

Prerequisites: RTT 161

Corequisites: None

This course introduces the fundamental principles of physics as they relate to radiation therapy. Topics include the structure of the atom, matter and energy, definitions of the nature of radiation, radioactivity, and interactions with matter. Upon completion, students should be able to demonstrate a basic understanding of physics and how it relates to radiation therapy. FA

RTT 231 Dosimetry 3 0 0 3

Prerequisites: RTT 230

Corequisites: None

This course is a study of clinical dosimetry and treatment planning. Emphasis is placed on treatment planning techniques and beam arrangements. Upon completion, students should be able to demonstrate a knowledge of dosimetry procedures used to treat various neoplasms. SP

RTT 232 Radiation Therapy Procedures 2 0 0 2

Prerequisites: RTT 222 or RTT 231 and RTT 239

Corequisites: None

This course covers routine and new techniques in simulation and treatment procedures. Emphasis is placed on treatment choices relative to the tumor site and modality selected. Upon completion, students should be able to demonstrate an understanding of basic and advanced treatment procedures. SU

RTT 238 RTT Clinical Education III 0 2 15 6

Prerequisites: RTT 161

Corequisites: None

This course provides clinical experience in the use of equipment and patient positioning in both simulation and delivery of radiation therapy treatments. Emphasis is placed on the varied aspects of the radiation therapy department and patient progression through evaluation, treatment, and follow-up. Upon completion, students should be able to demonstrate successful completion of clinical objectives. FA

RTT 239 RTT Clinical Education IV 0 2 18 7

Prerequisites: RTT 238

Corequisites: None

This course provides additional experience in patient management. Emphasis is placed on the development and refinement of technical skills within the radiation therapy department. Upon completion, students should be able to demonstrate successful completion of objectives. SP

RTT 246 RTT Clinical Education V 0 0 18 6

Prerequisites: RTT 239

Corequisites: None

This course promotes clinical practice on a more independent level of performance. Emphasis is placed on the utilization of equipment, patient care techniques, and treatment considerations for more complicated radiation therapy procedures. Upon completion, students should be able to demonstrate successful completion of clinical objectives. SU

SAB 110 Substance Abuse Overview**3 0 0 3**

Prerequisites: ENG 090, RED 090

Corequisites: None

This course provides an overview of the core concepts in substance abuse and dependence. Topics include the history of drug use/abuse, effects on societal members, treatment of addiction, and preventive measures. Upon completion, students should be able to demonstrate knowledge of the etiology of drug abuse, addiction, prevention, and treatment. FA

SAB 130 Addictive Behaviors**3 0 0 3**

Prerequisites: ENG 090, RED 090

Corequisites: None

This course surveys and investigates addiction patterns and various methods of treatment. Emphasis is placed on sociocultural, psychological, and physiological theories of substance abuse and treatment. Upon completion, students should be able to demonstrate an understanding of theories of substance abuse and treatment. FA

SAB 140 Pharmacology**3 0 0 3**

Prerequisites: ENG 090, RED 090

Corequisites: None

This course covers the pharmacology of psychoactive drugs and abused chemicals and treatment options. Emphasis is placed on the use of psychoactive drugs and related psychological and social complexities, including models for prevention and treatment. Upon completion, students should be able to understand and identify theories of addiction, major classes of drugs, treatment alternatives, and social repercussions. FA

SEC 110 Security Concepts**3 0 0 3**

Prerequisites: ENG 090, RED 090, MAT 060, CIS 070

Corequisites: None

This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of networking and security, security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students should be able to identify information security risks, create an information security policy, and identify processes to implement and enforce policy. SP

SGD 111 Introduction to SGD**2 3 0 3**

Prerequisites: ENG 090, RED 090, CIS 070

Corequisites: None

This course provides students with an introduction to simulation and game development. Topics include setting, storytelling, narrative, character design, interface design, game play, internal economy, core mechanics, game genres, AI, the psychology of game design and professionalism. Upon completion, students should be able to demonstrate knowledge of the major aspects of simulation and game design and development. FA

SGD 112 SGD Design**2 3 0 3**

Prerequisites: ENG 090, RED 090, CIS 070

Corequisites: None

This course introduces the fundamentals of simulation and game design. Topics include industry standards and design elements for simulations and games. Upon completion, students should be able to design simple simulations and/or games. FA

SGD 113 SGD Programming**2 3 0 3**

Prerequisites: ENG 090, RED 090, MAT 070, CIS 070

Corequisites: None

This course introduces the fundamentals of programming languages and tools employed in simulation and game development. Emphasis is placed on programming concepts used to create simulations and games. Upon completion, students should be able to program simple games and/or simulations. FA

SOC 210 Introduction to Sociology 3 0 0 3

Prerequisites: ENG 090, RED 090

Corequisites: None

This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.* FA, SP

SOC 220 Social Problems 3 0 0 3

Prerequisites: ENG 090, RED 090

Corequisites: None

This course provides an in-depth study of current social problems. Emphasis is placed on causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral science.* SP

SON 110 Introduction to Sonography 1 3 3 3

Prerequisites: Enrollment in the Medical Sonography program, ENG 090, RED 090, MAT 060

Corequisites: None

This course provides an introduction to medical sonography. Topics include applications, sonographic terminology, history, patient care, ethics, and basic skills. Upon completion, students should be able to define professionalism and sonographic applications and perform basic patient care skills and preliminary scanning techniques. FA

SON 111 Sonographic Physics 3 3 0 4

Prerequisites: SON 110

Corequisites: None

This course introduces ultrasound physical principles, bioeffects, and sonographic instrumentation. Topics include sound wave mechanics, transducers, sonographic equipment, Doppler physics, bioeffects, and safety. Upon completion, students should be able to demonstrate knowledge of sound wave mechanics, transducers, sonography equipment, the Doppler effect, bioeffects, and safety. FA

SON 111AB Sonographic Physics 2 3 0 3

Prerequisites: SON 110

Corequisites: None

This course introduces ultrasound physical principles, bioeffects, and sonographic instrumentation. Topics include sound wave mechanics, transducers, sonographic equipment, Doppler physics, bioeffects, and safety. Upon completion, students should be able to demonstrate knowledge of sound wave mechanics, transducers, sonography equipment, the Doppler effect, bioeffects, and safety. FA

SON 111BB Sonographic Physics 1 0 0 1

Prerequisites: SON 110

Corequisites: None

This course introduces ultrasound physical principles, bioeffects, and sonographic instrumentation. Topics include sound wave mechanics, transducers, sonographic equipment, Doppler physics, bioeffects, and safety. Upon completion, students should be able to demonstrate knowledge of sound wave mechanics, transducers, sonography equipment, the Doppler effect, bioeffects, and safety. SP

SON 120 SON Clinical Education I 0 0 15 5

Prerequisites: SON 110

Corequisites: None

This course provides active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations. SP

SON 121	SON Clinical Education II	0	0	15	5
Prerequisites: SON 120					
Corequisites: None					
This course provides continued active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations. SU					
SON 130	Abdominal Sonography I	2	3	0	3
Prerequisites: Enrollment in the Medical Sonography program, ENG 090, RED 090, MAT 060					
Corequisites: None					
This course introduces abdominal and small parts sonography. Emphasis is placed on the sonographic anatomy of the abdomen and small parts with correlated laboratory exercises. Upon completion, students should be able to recognize and acquire basic abdominal and small parts images. FA					
SON 131	Abdominal Sonography II	1	3	0	2
Prerequisites: SON 130					
Corequisites: None					
This course covers abdominal and small parts pathology recognizable on sonograms. Emphasis is placed on abnormal sonograms of the abdomen and small parts with correlated sonographic cases. Upon completion, students should be able to recognize abnormal pathological processes in the abdomen and on small parts sonographic examinations. SP					
SON 140	Gynecological Sonography	2	0	0	2
Prerequisites: SON 110					
Corequisites: None					
This course is designed to relate gynecological anatomy and pathology to sonography. Emphasis is placed on gynecological relational anatomy, endovaginal anatomy, and gynecological pathology. Upon completion, students should be able to recognize normal and abnormal gynecological sonograms. SP					
SON 220	SON Clinical Education III	0	0	24	8
Prerequisites: SON 121					
Corequisites: None					
This course provides continued active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations. FA					
SON 221	SON Clinical Education IV	0	0	24	8
Prerequisites: SON 220					
Corequisites: None					
This course provides continued active participation off campus in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations. SP					
SON 225	Case Studies	0	3	0	1
Prerequisites: SON 110					
Corequisites: None					
This course offers the opportunity to present interesting cases found during clinical education. Emphasis is placed on presentation methods that integrate patient history, laboratory results, and sonographic findings with reference to current literature. Upon completion, students should be able to correlate information necessary for complete presentation of case studies. FA					
SON 241	Obstetrical Sonography I	2	0	0	2
Prerequisites: SON 110					
Corequisites: None					
This course covers normal obstetrical sonography techniques, the normal fetal environment, and abnormal first trimester pregnancy states. Topics include gestational dating, fetal anatomy, uterine environment, and first trimester complications. Upon completion, students should be able to produce gestational sonograms which document age, evaluate the uterine environment, and recognize first trimester complications. FA					

SON 242 Obstetrical Sonography II

2 0 0 2

Prerequisites: SON 241

Corequisites: None

This course covers second and third trimester obstetrical complications and fetal anomalies. Topics include abnormal fetal anatomy and physiology and complications in the uterine environment. Upon completion, students should be able to identify fetal anomalies, fetal distress states, and uterine pathologies. SP

SON 250 Vascular Sonography

1 3 0 2

Prerequisites: SON 111

Corequisites: None

This course provides an in-depth study of the anatomy and pathology of the vascular system. Topics include peripheral arterial, peripheral venous, and cerebrovascular disease testing. Upon completion, students should be able to identify normal vascular anatomy and recognize pathology of the vascular system. SP

SON 276 Fetal Echocardiography

1 0 0 1

Prerequisites: Enrollment in the Medical Sonography program or graduate of accredited Medical Sonography program

Corequisites: None

This course introduces the normal and abnormal development of the fetal heart with correlation to sonographic evaluation. Emphasis is placed on cardiac anatomy and physiology in the normal fetus as well as cardiac defects. Upon completion, students should be able to identify and evaluate normal and abnormal fetal cardiac structures. FA

SON 278 Embryology in Sonography

1 0 0 1

Prerequisites: SON 110

Corequisites: None

This course covers the developing embryo from conception to the end of the eighth week. Emphasis is placed on the day-to-day development of the embryo and the timing of errors of development that cause anomalies. Upon completion, students should be able to demonstrate knowledge of embryology and errors of development occurring in the embryo. FA

SON 289 Sonographic Topics

2 0 0 2

Prerequisites: SON 110

Corequisites: None

This course provides an overview of sonographic topics in preparation for certification examinations. Emphasis is placed on registry preparation. Upon completion, students should be able to demonstrate a comprehensive knowledge of sonography and be prepared for the registry examinations. SP

SPA 111 Elementary Spanish I

3 0 0 3

Prerequisites: ENG 090, RED 090

Corequisites: None

This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.* FA, SP

SPA 112 Elementary Spanish II

3 0 0 3

Prerequisites: SPA 111

Corequisites: None

This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate further cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.* FA, SP

SPA 120	Spanish for the Workplace	3	0	0	3
Prerequisites: ENG 090, RED 090					
Corequisites: None					
This course offers applied Spanish for the workplace to facilitate basic communication with people whose native language is Spanish. Emphasis is placed on oral communication and career-specific vocabulary that targets health, business, and/or public service professions. Upon completion, students should be able to communicate at a functional level with native speakers and demonstrate cultural sensitivity. FA, SP					
SUR 110	Introduction to Surgical Technology	3	0	0	3
Prerequisites: Enrollment in the Surgical Technology program, ENG 090, RED 090, MAT 060					
Corequisites: SUR 111					
This course provides a comprehensive study of the operative environment, professional roles, moral/legal/ethical responsibilities, and medical communications used in surgical technology. Topics include historical development, medical terminology, physical environment and safety measures, interdepartmental/peer/patient relationships, and professional behaviors. Upon completion, students should be able to apply theoretical knowledge of the course topics to the operative environment. FA					
SUR 111	Perioperative Patient Care	5	6	0	7
Prerequisites: Enrollment in the Surgical Technology program					
Corequisites: SUR 110					
This course provides theoretical knowledge for the application of essential operative skills during the perioperative phase. Topics include surgical asepsis, sterilization/disinfection, and perioperative patient care. Upon completion, students should be able to demonstrate the principles and practices of aseptic technique, sterile attire, basic case preparation, and other relevant skills. FA					
SUR 122	Surgical Procedures I	5	3	0	6
Prerequisites: SUR 110 and SUR 111					
Corequisites: SUR 123					
This course introduces a comprehensive study of surgical procedures in the following specialties: general, gastrointestinal, obstetrical/gynecology, urology, otorhinolaryngology, and plastics/ reconstructive. Emphasis is placed on related surgical anatomy, pathology, and procedures thereby enhancing theoretical knowledge of patient care, instrumentation, supplies, and equipment. Upon completion, students should be able to correlate, integrate, and apply theoretical knowledge of the course topics. SP					
SUR 123	SUR Clinical Practice I	0	0	21	7
Prerequisites: SUR 110 and SUR 111					
Corequisites: SUR 122					
This course provides clinical experience with a variety of perioperative assignments to build upon skills learned in SUR 111. Emphasis is placed on the scrub and circulating roles of the surgical technologist including aseptic technique and basic case preparation for selected surgical procedures. Upon completion, students should be able to prepare, assist with, and dismantle basic surgical cases in both the scrub and circulating roles. SP					
SUR 134	Surgical Procedures II	5	0	0	5
Prerequisites: SUR 123					
Corequisites: None					
This course introduces orthopedic, neurosurgical, peripheral vascular, thoracic, cardiovascular, and ophthalmology surgical specialties. Emphasis is placed on related surgical anatomy, pathology, and procedures thereby enhancing theoretical knowledge of patient care, instrumentation, supplies, and equipment. Upon completion, students should be able to correlate, integrate, and apply theoretical knowledge of the course topics. SU					
SUR 135	SUR Clinical Practice II	0	0	12	4
Prerequisites: SUR 123					
Corequisites: SUR 134					
This course provides clinical experience with a variety of perioperative assignments to build skills required for complex perioperative patient care. Emphasis is placed on greater technical skills, critical thinking,					

speed, efficiency, and autonomy in the operative setting. Upon completion, students should be able to function in the role of an entry-level surgical technologist. SU

SUR 137 Professional Success Preparation 1 0 0 1

Prerequisites: SUR 123

Corequisites: SUR 134 and SUR 135

This course provides job-seeking skills and an overview of theoretical knowledge in preparation for certification. Topics include test-taking strategies, resume preparation, and interviewing techniques. Upon completion, students should be able to prepare a resume, demonstrate appropriate interview techniques, and identify strengths and weaknesses in preparation for certification. SU

SWK 113 Working with Diversity 3 0 0 3

Prerequisites: ENG 090, RED 090

Corequisites: None

This course examines and promotes understanding, sensitivity, awareness, and knowledge of human diversity. Emphasis is placed on professional responsibilities, duties, and skills critical to multicultural human services practice. Upon completion, students should be able to integrate and expand knowledge, skills, and cultural awareness relevant to diverse populations. SP

WEB 110 Internet/Web Fundamentals 2 2 0 3

Prerequisites: ENG 090, RED 090, CIS 070

Corequisites: None

This course introduces World Wide Web Consortium (W3C) standard markup language and services of the Internet. Topics include creating web pages, search engines, FTP, and other related topics. Upon completion, students should be able to deploy a hand-coded website created with markup language and effectively use and understand the function of search engines. SP

WEB 140 Web Development Tools 2 2 0 3

Prerequisites: ENG 090, RED 090, CIS 070

Corequisites: None

This course provides an introduction to web development software suites. Topics include the creation of web sites and applets using web development software. Upon completion, students should be able to create entire web sites and supporting applets. FA

WEB 210 Web Design 2 2 0 3

Prerequisites: ENG 090, RED 090, CIS 070

Corequisites: None

This course introduces intermediate to advanced web design techniques. Topics include customer expectations, advanced markup language, multimedia technologies, usability and accessibility practices, and techniques for the evaluation of web design. Upon completion, students should be able to employ advanced design techniques to create high impact and highly functional web sites. SP

CORPORATE AND CONTINUING EDUCATION

South Piedmont Community College, through its Corporate and Continuing Education Division, offers to any adult, regardless of educational background, an opportunity to continue the lifelong learning process through a wide variety of programs designed to meet the needs and interests of the citizens of Anson and Union counties. With the world of knowledge constantly growing and yesterday's education so quickly becoming obsolete, continuing education is a must to all who hope to stay in the mainstream of today's society. Some courses are offered on a continuing basis. Others may begin as a result of requests from groups or individuals.

The Corporate and Continuing Education Division offers the opportunity to earn CEU credits through courses delivered online via the Internet. A variety of courses including computer, Internet, personal enrichment, writing, entrepreneur/business, and medical/healthcare are available. Teachers, health professionals, and others may earn required credits for license renewal. Education2Go courses begin monthly; others begin at the student's convenience. Current course offerings may be accessed at the SPCC Corporate and Continuing Education website, www.spcc.edu.

Information about all courses may be obtained by calling the Corporate and Continuing Education Division in Wadesboro (704-272-5300) or in Monroe (704-290-5100).

Admission Requirements

- Adults 18 years of age or older.
- Individuals 16 to 17 years of age may enroll in certain courses upon approval of appropriate public school personnel.

Class Locations

- Classes are held at College sites and throughout Anson and Union counties.
- Morning, afternoon, evening, and weekend classes are offered.
- Many classes are offered online via the Internet.

Fees

- Fees vary with the type of course offered.
- Fees must be paid before the first class session.
- Books and supplies are not included in the registration fee.
- Fees may be waived for North Carolina residents 65 years of age or older.

Refund Policy

- If you officially withdraw from a course prior to the first scheduled class meeting, you will receive a 100% refund.
- Official forms to withdraw and request a refund are available at either of the Corporate and Continuing Education Division offices in Wadesboro or Monroe.
- A 75% refund of registration fees will be granted if you officially withdraw on the first day of the course or before 10% of the scheduled class meetings.
- A 100% refund will be issued for a class that is canceled because of insufficient enrollment.

Enrollment

Typically, in order for most courses to be offered at a physical location, a minimum number of students must enroll. South Piedmont Community College reserves the right to cancel any course when an insufficient number of students enroll for that course.

Certificates

Certificates are awarded upon completion of certain courses when you have met the attendance requirements of the course and have demonstrated satisfactory progress in the best judgment of the instructor. Certificates are issued by South Piedmont Community College or by other agencies and the State of North Carolina, when appropriate.

SMALL BUSINESS CENTER

The Small Business Center offers support to those who want to start a small business or to those who need assistance with an existing business. The Center's staff constantly monitors the needs of area small businesses and offers frequent classes and seminars to meet those needs.

In addition to education and training, the Small Business Center offers direct one-on-one assistance to small business owners or prospective owners. The Center also maintains a resource library that includes periodicals, manuals, video and audio tapes, and computer equipment and software for the business community. The library is open daily Monday through Friday.

REAL (Rural Entrepreneurship through Action Learning), offered through the Small Business Center, is a hands-on course that develops entrepreneurial traits, knowledge, and skills. Participants are guided through the process of planning, creating, and operating a small business of their own design. REAL Enterprises is the nonprofit organization that supports high schools, colleges, and community-based organizations across the United States who offer REAL courses. The REAL course helps prepare small business owners for success as well as those already in business looking to expand or enhance their operations. Graduates have a better than 85% success rate. In a REAL class, participants learn to be entrepreneurs by doing the things that successful small business owners do with challenging and interesting cases, simulations, and videos.

COMMUNITY EDUCATION AND PROFESSIONAL DEVELOPMENT

Through Community Education and Professional Development programs, South Piedmont Community College teaches courses designed to meet the needs of business, industry, government, and associations. Programs are developed to fit specific needs in a wide range of subjects at convenient sites.

General Contractor Exam Review is a comprehensive review course of information and knowledge for persons planning to take the NC General Contractors License Exam. If you plan to take the NC License Exam, you should contact the NC Licensing Board for General Contractors in Raleigh to obtain the license application packet prior to the class.

Notary Public is a course that satisfies NC requirements to apply for a Notary Public Commission. You must be 18 years of age and reside or be employed in North Carolina.

Nurse Assistant (CNA) I and II curriculum prepares you to work under the supervision of licensed healthcare professionals in performing nursing care and services for persons of all ages. Coursework emphasizes growth and development throughout the life span, personal care, vital signs, communication, nutrition, medical asepsis, therapeutic activities, accident and fire safety, household environment and equipment management, family resources and services, and employment skills. Graduates of this curriculum

may be eligible to be listed on the NC Registry as a Nurse Assistant I. You may find employment in home health agencies, hospitals, clinics, nursing homes, extended care facilities, and doctors' offices.

Vehicle Safety/Vehicle Emissions Inspection Licensing classes are required for licensing or certification to inspect motor vehicles under the NC Motor Vehicles Safety Inspection Law. Safety classes consist of eight (8) hours of training. Emissions Certification classes consist of eight (8) hours of training. Emissions Recertification consists of four (4) hours of training. You must have a valid NC driver's license to participate.

Additional Certification and In-Service Training opportunities may be found under the Corporate and Continuing Education Division on the SPCC website, www.spcc.edu or by calling the Division's offices in Wadesboro (704-272-5300) or in Monroe (704-290-5100).

CORPORATE TRAINING

A major emphasis of the College is to assist industry in meeting its training needs. New employees can learn fundamental skills on the job and existing employees can be retrained. Because of the diversity of training needs, courses range from fundamental skills to highly sophisticated technical skills, supervisory and management training, office management, and computer operations.

Customized Training Program: This program supports the economic development efforts of the State by providing education and training opportunities for eligible businesses and industries. The Customized Training Program offers programs and training services to assist new and existing business and industry to remain productive, profitable, and within the State.

The program was developed in recognition of the fact that one of the most important factors for a business or industry considering locating, expanding, or remaining in North Carolina is the ability of the State to ensure the presence of a well-trained workforce. The program is designed to react quickly to the needs of businesses and to respect the confidential nature of proprietary processes and information within those businesses.

Purpose: The purpose of the Customized Training Program is to provide customized training assistance in support of full-time production and direct customer service positions created in the State of North Carolina, thereby enhancing the growth potential of companies located in the State while simultaneously preparing North Carolina's workforce with the skills essential to successful employment in emerging industries.

Eligibility: Those businesses and industries eligible for support through the Customized Training Program include Manufacturing, Technology Intensive (i.e., Information Technology, Life Sciences), Regional or National Warehousing and Distribution Centers, Customer Support Centers, Air Courier Services, National Headquarters with operations outside North Carolina, and Civil Service employees providing technical support to U.S. military installations located in North Carolina.

In order to receive assistance, eligible businesses and industries must demonstrate two or more of the following criteria:

- The business is making an appreciable capital investment.
- The business is deploying new technology.
- The business is creating new jobs, expanding an existing workforce, or enhancing the productivity and profitability of the operations within the State.
- The skills of the workers will be enhanced by the assistance.

Resources may support training assessment, instructional design, instructional costs, and training delivery for personnel involved in the direct production of goods and services. Production and technology support positions are also eligible for training support.

Full-time probationary employees of qualified Customized Training companies are eligible for training delivered by the community college.

The use of Customized Training funds requires that trainees are paid by the company for all time during training hours.

EMERGENCY SERVICES

Training is continuously offered to adults providing protective and emergency services for their communities, such as law enforcement personnel, emergency medical personnel, and fire fighters. These courses provide the opportunity to gain technical information and skills through a variety of technical and practical learning experiences which lead to certification in North Carolina. Basic and continuing training for fire fighters is provided through SPCC in cooperation with local municipal and volunteer departments. You must be a member of a fire department to participate in training for fire fighting. Law enforcement officers, paid and volunteer fire fighters, and certified Emergency Medical personnel are exempt from the tuition fee for Emergency Services Classes.

NORTH CAROLINA EMERGENCY MEDICAL TECHNICIAN (EMT)

All levels of the EMT program are offered through SPCC, including Medical Responder, Basic, Defibrillation, Intermediate, and Paramedic. Recertification and Continuing Education training in these areas is also available. Fees are required for tuition, books, insurance, and uniforms. If you successfully complete the training in these areas, you are eligible for certification and employment with a local, state, or private emergency medical agency.

PERSONAL INTEREST

South Piedmont Community College is dedicated to public service and is concerned with identifying potential community needs, drawing together resources at the College and other agencies to create new educational opportunities. Programs are divided into four groups:

- **Academic courses** serve educational needs in the humanities, mathematics, sciences, and social sciences. Examples include Human Development, Genealogy, Consumer Math, Alcohol and Drug Abuse Prevention.
- **Avocational courses** focus on your personal or leisure needs. Examples include Needlecraft, Oil Painting, Home Decorating and Organization, Exercise, Gardening, Cake Decorating, Basketweaving, Culinary Topics, Motorcycle Rider Safety, and Investing.
- **Practical Skills courses** provide practical training for pursuing additional skills which are not considered your primary vocation but may supplement your income or may reasonably lead to employment. Examples are Small Engine Repair, Quilting, and Home Maintenance.
- **Civic and Cultural Events** are activities designed to meet community needs through lecture and concert series, art shows, seminars, conferences, and exhibitions. Events that contribute to the community's overall cultural, civic, and intellectual growth are planned.

CONTINUING EDUCATION UNIT (CEU)

The Southern Association of Colleges and Schools, the accrediting body for South Piedmont Community College, has recommended that the Continuing Education Unit (CEU) be used as the basic instrument of measurement for your participation in noncredit courses and programs.

A CEU is defined as “10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.” For example, a course that meets for 20 hours and complies with the CEU guidelines would offer two CEUs.

Course Criteria for Awarding a CEU: A course plan must include dates, times, and hours met; course description; course objectives; a topical outline; methods of evaluation (tests, attendance, etc.); instructional supplies and equipment needs; student supply needs; and the CEU value.

Instructor Criteria for Awarding a CEU: Competence in the subject matter must be illustrated by academic training which is supported by official transcripts and/or experiential documentation; by demonstration to the satisfaction of the program director of the competence of the instructor to teach the subject matter; and by demonstration to the satisfaction of the program director of the ability to communicate clearly.

Records for CEUs: At the completion of the CEU-awarding activity, the instructor or program director will indicate on the final roster the CEU status for each student. If you have met the pre-stated criteria for the class, you will have an “S” for satisfactory completion indicated on this roster. This information will be recorded on the College’s computerized records for permanent retrieval available to you upon request.

Transcripts: You may receive a copy of your transcript by written request or by personally visiting one of the Corporate and Continuing Education Division offices. An official South Piedmont Community College transcript will be issued and will contain the following information:

- Name and address of the College
- Your name and appropriate ID number
- Titles of all courses taken
- Start and completion dates of each course taken
- Number of CEUs awarded, if applicable
- Successful or unsuccessful assessment, if applicable

HUMAN RESOURCES DEVELOPMENT (HRD)

The Human Resources Development program is to educate and train you for success in the workplace. This is an intensive vocational program to train and place you in employment if you are unemployed or underemployed. The primary objective of the training component is to help you orient yourself to the world of work, appreciate the effects of your behavior on others, and develop the basic academic and communication skills prerequisite to obtaining and maintaining employment.

Class time is devoted to assessment of your assets and limitations; development of a positive self-concept; development of employability, communication, and problem-solving skills; and development of an awareness of the impact of information technology in the workplace. You will study employer/employee relations, communication skills, and pre-employment and job search skills, as well as application and interview techniques.

Counseling is provided throughout the program. Student referrals are made to other programs or support services when necessary. A special effort is made to assist you in obtaining employment at the end of the program. Follow-up services are available.

Admission and Fees: The NC State Board of Community Colleges grants permission to waive tuition for HRD classes for individuals who meet one of the four (4) criteria listed below:

- Unemployed
- Have received notification of a pending layoff
- Working and eligible for the Federal Earned Income Tax Credit

- Working and earning wages at or below two hundred percent (200%) of the federal poverty guidelines

To receive this waiver, you must verify that you meet the criteria by completing and signing a Tuition and Fee Waiver Verification Form. If you do not sign the form or do not meet one of the four (4) criteria, you must pay the applicable fee to register for a Corporate and Continuing Education Course.

ADULT LITERACY PROGRAMS

The Adult Basic Skills Department provides free educational opportunities for adults 18 years of age and older who were unable to complete their formal schooling. The programs address the needs of adults who do not have a high school diploma or who need to improve basic educational skills. Programs provide educational opportunities for adults to improve their reading, writing, mathematics, and communication skills through five major programs, targeted to specific populations: Adult Basic Education (ABE), General Educational Development (GED), Adult High School (AHS), English for Speakers of Other Languages (ESOL), and Compensatory Education (CE). Classes are free and open to adults living or working in Anson or Union counties and the surrounding area.

Students who enroll in Adult Basic Skills classes work closely with the instructor in classroom settings and may choose a day or night class, either on or off campus. Students may also enroll in computer-assisted labs for additional help in reading, math, and English. Orientation and placement testing sessions are held weekly and are required for entry into any Basic Skills class. Enrollment is held throughout the semester by calling 704-272-5468 in Wadesboro or 704-290-5830 in Monroe.

Admission Requirements

- Adults 18 years of age or older who have not completed high school.
- Orientation and placement testing are required.

Class Locations

- Classes are provided at College sites and throughout Anson and Union counties.
- Morning, afternoon, and evening classes are offered.
- Computer-assisted labs are available.

Fees

- Instruction is provided free of charge to all eligible participants.
- Books and study materials are furnished at no cost to the student.

ADULT BASIC EDUCATION (ABE)

Adult Basic Education classes focus on basic skills in reading, writing, math, and communication for adults functioning below a high school level. Students who have already completed high school but test below the high school level may also enroll in ABE classes to improve their skills before entering college classes or for personal satisfaction.

GENERAL EDUCATIONAL DEVELOPMENT (GED)

General Educational Development (GED) classes prepare adult students to pass the GED tests that lead to a high school equivalency diploma. Students study in five major areas: writing skills, mathematics, reading, social studies, and science. GED preparation classes prepare students to take the tests for a GED diploma, which is equivalent to a high school diploma and is accepted at all community colleges and most four-year colleges and universities. Practice GED tests are administered to help students know what to expect on the official GED.

ADULT HIGH SCHOOL (AHS)

Adult High School (AHS) classes help students earn high school credits needed to receive an Adult High School diploma. High school transcripts are evaluated and credit is given for units earned. An individualized, competency-based program of study is designed for each student entering AHS. Once students have completed the required number of credit hours, they receive an AHS diploma issued by South Piedmont Community College in cooperation with either Anson County Public Schools or Union County Public Schools.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

English for Speakers of Other Languages classes are open to individuals 18 years of age and older who are learning to speak and read the English language. Conversation, reading, writing, and listening skills are included as part of this program. Four (4) levels of ESOL instruction are available: beginning, intermediate, advanced, and reading/writing. Students may also prepare for U. S. citizenship through SPCC's ESOL civics classes.

The Monroe Educational Transition Center (METC) is a free computer lab with a variety of software to learn English or to help with general studies with some bilingual support. METC also has a "plaza comunitaria" which enables students to complete their education online through the National Institute of Adult Education in Mexico.

COMPENSATORY EDUCATION (CE)

Compensatory Education is a program designed for adults with developmental disabilities or traumatic brain injury. Classes focus on helping individuals become as independent and self-directed as possible by acquiring the basic skills and life skills needed to function successfully in daily living.

BOARD OF TRUSTEES

Appointed By / Term

Mr. Frank W. Carpenter	Governor / 2006-2010
Retired Executive, State Utility Contractors	
Mr. Kenneth E. Collins	County Commission (Union) / 2008-2012
Retired CPA	
Mr. Thomas L. Crooke, Sr., Vice Chairman	Board of Education (Union) / 2007-2011
Retired Executive, ATI Allvac	
Mr. John N. Hendley	Board of Education (Union) / 2008-2012
Owner, Brewer-Hendley Oil Co., Inc.	
Mr. Kenneth W. Horne, Jr.	County Commission (Anson) / 2008-2012
Executive Vice President, Hornwood, Inc.	
Mr. Hoy S. Lanning, Jr.	Board of Education (Anson) / 2009-2013
Chief Executive Officer, CMH Flooring Products	
Mr. Harvey H. Leavitt, III, Chairman	Governor / 2007-2011
Owner, Leavitt Funeral Home	
Ms. Cynthia H. Little, Board Secretary	Board of Education (Anson) / 2007-2011
Owner, H. W. Little & Co. Inc. Hardware	
Ms. Donna McNair	Governor / 2009-2013
Retired Educator and Administrator, Durham County Public Schools	
Dr. Charles F. "Chuck" Palmer	County Commission (Union) / 2010-2014
Retired, Wingate University	
Mr. E. Lynn Raye	Governor / 2008-2012
President, Commercial Piping & Fabricating	
Mr. Richard A. Stone	County Commission (Union) / 2009-2013
Retired, Business Owner	
Mr. Jarvis T. Woodburn	County Commission (Anson) / 2006-2010
General Manager, Coffing Hoists	
Mr. Rodney Singleton	Student Government Association, President / 2010-2011
South Piedmont Community College	
Dr. John R. McKay	SPCC President
South Piedmont Community College	

ADMINISTRATION - FACULTY - STAFF

- Adams, William "Gerald," Jr.Level II, Systems Analyst
A.S. Northeastern Technical College
- Adams, Rita M. Executive Assistant to the President
A.S. Wingate College; B.G.S. Wingate University
- Aldridge, Kathryn C. Assistant, Smart Start Resource Center
B.S., M.Ed. Clemson University
- Allen, David W. Technician, Microcomputer Systems
A.A.S. DeVry University
- Alston, M. JermaineInstructor, Computer Repair
A.A.S. South Piedmont Community College; B.S.B.E. East Carolina University; M.S. East Carolina University
- Ashley, Kevin F.Director, BLET
B.S., B.A. UNC-Charlotte
- Banes, Heather M. Technician, Accounts Receivable
A.A. Saddleback College
- Bateman, Kim E.Faculty, Computer Information Technology
A.S. Harrisburg Area Community College; B.B.A., M.S.I.S. The Pennsylvania State University
- Baucom, Dennis W.Instructor, Carpentry
Coursework, Central Piedmont Community College
- Berger, Mary J.Program Director, Therapeutic Massage
Certificate, Colorado School of Healing Arts; Diploma, CETA School of Practical Nursing; B.A. University of Colorado-Boulder
- Black, David Y.Instructor, Electrical Installation
Coursework, Appalachian State University
- Blumish, Susan W.Director, Distance Learning Integration
B.S. Winthrop University; M.S. University of Phoenix
- Boone, Tracie C. Director, Enrollment Services
B.S. Wingate University
- Bowers, Bree P. Technician, Financial Aid
A.A.S. South Piedmont Community College
- Bradley, Mary Alice Department Chair, Allied Health/Program Director, Medical Sonography
A.A.S. York Technical College; B.S. Medical University of South Carolina; M.Ed. Strayer University
- Brailsford, Ian T. Instructor, ESOL
B.A., M.Ed. UNC-Charlotte
- Breitigan, Sherri A.Faculty, English
B.A. Westminster College; M.A. Seton Hall University
- Brinkley, Christopher S.Faculty, Biology
B.A. UNC-Chapel Hill; M.S. East Carolina University

- Britt, Rosemary O. Director, Marketing and Communications
B.A. UNC-Chapel Hill
- Brock, Michelle M. Director, Financial Services
B.S., M.S. Wingate College
- Broome, Charlene C. Coordinator, Grants Development
B.S.W. UNC-Charlotte; M.S.W. UNC-Chapel Hill
- Broome, Jessica E. Faculty, Practical Nursing
A.A.S. Central Piedmont Community College; A.B. Catawba College; M.S.N. University of Phoenix
- Burckhalter, Nadine M. Level II, Systems Analyst
A.A.S. South Piedmont Community College
- Burleson, Marie H. Faculty, Mathematics/Physics
B.A. Hillsdale College; M.S. Montana State University
- Cafferty, Michael P. Assistant, Facility and Property Services
Coursework Ocean County College
- Cameron, Joseph C., Jr. Coordinator, Purchasing and Equipment
A.A.S. Anson Community College
- Cameron, Vickie R. Coordinator, Testing
A.A.S. Anson Community College; B.S. Gardner-Webb University
- Carpenter, Russell D. Program Coordinator/Instructor, Industrial Maintenance
- Carpenter, Toby F. Career Coach/Instructor, Golden Leaf
B.A. Wingate University
- Cassidy, Jerry "Rick" Technician, Maintenance/Construction
Certificates, Diploma South Piedmont Community College; A.A.S. South Piedmont Community College
- Castro, Ella C. Instructor, Basic Skills
B.A. Johnson C. Smith University; M.P.A. UNC-Charlotte
- Caudle, Jerry L. Instructor/Coordinator, Basic Skills
B.S. Elizabeth City State University
- Cellemme, Sharon M. Department Chair, Developmental Education and Academic Support
B.S. University of Rhode Island; M.Ed. UNC-Charlotte
- Chen, Mez V. Program Director, Radiation Therapy
Certifications, School of Radiology, Alamance County Hospital, School of Oncologic Technology,
Roanoke Memorial Hospitals, Cabarrus College of Health Sciences; B.S. Cabarrus College of Health Sciences
- Chicosky, Jennifer L. Faculty, Developmental Reading
B.S. The Pennsylvania State University; M.A. West Chester University of Pennsylvania
- Clarke, Jason T. Faculty, Developmental Math
B.S. UNC-Charlotte
- Clodfelter, Elaine E. Vice President, Student Success
B.A. Mars Hill College; M.A. Campbell University

- Clyncke, Nicole Q.Faculty, Developmental English
B.S. Appalachian State University; M.A. University of Colorado
- Collier, Scott D. Director, Student Recruitment
B.S. Pembroke State University
- Cook, Robin B.College Liaison, Early College High School, Anson County
B.A., M.A. East Carolina University; ABD Miami University
- Courtney, Carol J.Program Director, Surgical Technology
Diploma, Anson Technical College; B.S.N. UNC-Charlotte
- Crawford-Smith, Fredrea M.Faculty, Business Administration
B.A. University of Missouri-Kansas City; M.B.A. Lindenwood College
- Crenshaw, Cynthia V.Faculty, Medical Office Administration
A.A.S. Wingate College
- Dabbs, John F.Instructor, Food Service
Certificates, Catawba Valley Community College; Certificates, United States Air Force
- Deese, Shannon M.Faculty, Medical Office Administration
B.S. Western Carolina University
- Denny, ThomasInstructor, HRD Life Skills
B.S. Erskine College; M.D.I.V. Duke Divinity School
- DeVitto, John C.Vice President, Finance and Administrative Services
B.S. United States Military Academy; M.S. Georgia Institute of Technology
- Dick, William K.Faculty, History
A.B. Pfeiffer College; M.A. UNC-Greensboro
- Dillon, Janet H. Director, Smart Start Resource Center
B.A. UNC-Greensboro; M.Ed. UNC-Charlotte
- Downer, Teresa M.Administrative Assistant to the Dean, Educational Programs
A.A.S. South Piedmont Community College
- Duncan, Geraldine O.Director, Professional Programs
B.S., M.S. State University of New York-Buffalo
- Eddins, Melody SueTechnician, Accounts Receivable
A.A.S. North Eastern Technical College
- Efird, Victoria C.Faculty, Developmental Reading
B.S. East Carolina University; M.A. Appalachian State University
- El-Arab, Jaqueline R.Technician II, Financial Aid
A.A.S. South Piedmont Community College, B.S.B.E. East Carolina University; M.Ed. Strayer
University
- Ennis, Stephen M.Assistant Director, Facility and Property Services
Certificates, Diploma South Piedmont Community College; A.A.S. Stanly Community College; A.A.S.
South Piedmont Community
- Eubanks, Meredith L.Faculty, Medical Assisting
A.A.S. Anson Community College

Evans, Toiya N.	Faculty, Accounting
B.S. Limestone College; M.B.A., M.A. Webster University	
Faulcon, Renee Y.	Faculty, Associate Degree Nursing
B.S. Towson University; M.S.N. Queens University of Charlotte	
Firestone, Barbara S.	Receptionist
Coursework, South Piedmont Community College	
Flake, Susan R.	Director, Human Resources
A.A.S. Anson Community College	
Ford, Carol W.	Instructor, Basic Skills
B.S. Barber-Scotia College; M.S. North Carolina A&T State University	
Frailly, Tammy L.	Faculty, English
A.A. Mitchell Community College; B.A., M.A. UNC-Charlotte	
Franklin, Catelyn B.	Librarian, Information Services
B.A. UNC-Charlotte; M.L.I.S. UNC-Greensboro	
Freeman, Denise C.	Technician, Purchasing
A.A.S. Anson Community College	
Freeman, Sharon W.	Clinical Coordinator, Practical Nursing
B.S.N. Winston-Salem State University	
Frizzell, Mary Ellen	Technician, Print Shop
Coursework, Central Piedmont Community College	
Gambon, Lynn E.	Dean, Learning Assessment and Resources
B.S. North Carolina State University; M.L.S. North Carolina Central University	
Garris, Judy F.	Assistant Director, Financial Services
A.A.S. Wingate College	
Gatewood, Larry J.	Instructor, ESOL
B.A. Indiana University	
Geddings, Vicki C.	Assistant to the Vice President, Student Learning
A.A.S. Anson Community College	
Gilmore, Kimberly W.	Instructor, HRD/Work First
B.S. Wingate University	
Gonzalez, Oscar E.	Faculty, Computer Information Technology
B.S. Florida Atlantic University; M.S. Nova Southeastern University	
Goodall, Amber G.	Coordinator, ESOL
A.A.S. Stanly Community College; B.A. UNC-Charlotte	
Goosch, Timothy	Assistant, Facility and Property Services
Griffin, Debra M.	Program Coordinator/Instructor, Nursing Assistant
A.A.S. Stanly Community College	
Griffin, Kristen E.	Administrative Assistant, Library
A.A.S. Kings College	

- Griffith, Raymond E. Faculty, Mathematics
B.S., M.Ed. Bob Jones University; M.S. Clemson University
- Hartsell, Wanda P. Receptionist
A.A.S. Anson Community College
- Helms, Shelly B. Coordinator, Testing
B.A., M.Ed. UNC-Charlotte
- Hendrick, Deneice E. Coordinator, Cooperative Education and Paralegal Technology
A.S. Wingate College
- Hess, S. Kay Administrative Assistant, Allied Health and Nursing Programs
A.A.S. Southwest Virginia Community College
- Hicks, Cheryl A. Faculty, Advertising and Graphic Design/Networking
B.A. Wingate University
- Hildebrandt, Deborah C. Program Coordinator, Continuing Education
A.B. UNC-Chapel Hill
- Hildebrandt, Timothy M. Level II, Systems Analyst
Coursework, East Carolina University; Coursework, Durham Technical Institute
- Hildreth, P. Dawn Assistant to the Vice President, Finance and Administrative Services
A.A.S. Anson Community College
- Hill, John M. Faculty, Advertising and Graphic Design
B.D. University of Florida
- Hinson, David W. Coordinator/Instructor, Recertification Programs
A.A.S. Stanly Community College
- Holloman, Vincent A. Director, Small Business Center
B.A., M.B.A. University of South Carolina
- Holt, Vicki C. Dean, Educational Programs
B.S.B.E. Concord College; M.S.B.E. UNC-Greensboro
- Honeycutt, Dianne O. Coordinator, Work First
Coursework, South Piedmont Community College
- Horne, Cathy M. Director, Records/Registrar
A.A.S. Anson Community College; B.S.B.E. East Carolina University
- Huntley, Sandra C. Director, Professional Programs/Lockhart-Taylor Center
A.A.S. Peace College; B.A. UNC-Chapel Hill
- Hupp, Lori F. Faculty, Speech/Communications
B.A., M.A. University of West Florida
- Hutchens, Tracy L. Administrator, Colleague Systems
A.A.S. Gaston College; B.S. UNC-Chapel Hill
- James, Derek R. Director, Corporate and Community Development
B.S. UNC-Chapel Hill
- James, Terry A. Instructor, Masonry
Certificate, Stanly Community College

- Jodush, Rose M. Administrative Assistant, Basic Skills
- Johnson, Chris A. Faculty, Computer Information Technology
A.A.S. Anson Community College; B.S. Pfeiffer College; M.S. Nova Southeastern University
- Johnson, Patricia E. Faculty, Computer Information Technology
A.A.S. South Piedmont Community College; B.S., M.S. Nova Southeastern University
- Johnson, Serena A. Director, Counseling
B.S.W., M.S.W. Southern Illinois University-Edwardsville
- Jones, Valerie A. Division Chair, Arts and Sciences
B.S. Indiana University; M.A. East Carolina University
- Kappauf, Linda A. Director, HRD
B.S. Towson University
- Kouvaris, George N. Faculty, Electrical/Electronics
B.S.E. UNC-Charlotte; M.S. East Carolina University
- Lander, Maria E. Division Chair, Career Technologies
B.C. Universidad Simon Bolivar; M.A. UNC-Chapel Hill; M.A. Webster University; Ed.D. UNC-Charlotte
- Landis, Terry R. Administrator, Systems
A.A.S. Anson Community College
- Lauer, Susan D. Faculty, Mathematics
B.S. University of Georgia; M.A.M., Ph.D. Auburn University
- LeFoe, C. Grant Librarian, Information Services
B.A. East Carolina University; M.L.I.S. UNC-Greensboro
- Lindblom, Penelope J. College Liaison, Early College High School, Union County
A.A. Lake Michigan Community College; B.S. Wingate College; M.Ed. UNC-Charlotte
- Little, Sharon C. Faculty, Early Childhood
B.A. North Carolina A&T State University; M.S. Nova Southeastern University
- Loflin, William E. "Gene" Vice President, Student Learning
B.A. Mars Hill College; M.A. Appalachian State University; Ph.D. Florida State University
- Long, Joyce T. Director, Nursing
B.S.N. East Carolina University; M.S. University of South Carolina
- Lupton, Mark W. Director, Institutional Research, Planning, and Effectiveness
B.F.A., M.B.A. University of South Florida
- Maffucci, Michael B. Coordinator, Student Activities
A.A.S. Southeastern Community College; B.S. Mount Olive College
- Maganares, Leonidas Coordinator, Recruitment/Assessment/Retention, Basic Skills
B.S. Hellenic Navel Academy; M.S. Naval Postgraduate Academy; Ed.D. Fielding Graduate University
- Marshall, Bryant L. Assistant, Facility and Property Services
- Marshall, Edna G. Instructor, Basic Skills
B.A. East Carolina University

- McElrath, Joseph D.Level II, Systems Analyst
A.A.S. Ohio Institute of Technology; A.A.S. Mountain View College
- McKay, John R.President
B.S.Ed. Troy State University; M.Ed., Ed.D. Auburn University
- McLain, Ginger L.Administrative Assistant, Resource Development
A.A.S. South Piedmont Community College
- McLendon, Crystal Y.Assistant to the Vice President, Student Success
A.A.S. Anson Community College; B.S. Wingate University
- McLendon, Gaius L.Faculty, Mechanical Engineering
A.A.S. Anson Community College
- Merle, Daniel C.Department Chair, Corrections Education and Industrial Technologies
B.S. The Citadel; M.B.A. Ashland University
- Millard, Jill C.Dean, Learning Technologies and Accountability
B.A. Queens College, M.Ed. UNC-Charlotte
- Miller, Jason W.Instructor, Horticulture
A.A.S. North Carolina State University
- Miller, Monica R.Technician, Accounts Receivable
Diploma, South Piedmont Community College
- Miller, Susan M.Program Coordinator, Continuing Education
B.S. Fayetteville State University
- Minor, James T.Faculty, English
A.F.A. Carteret Community College; M.F.A. Queens University of Charlotte
- Moore, Kathy R.Assistant to the Director, Professional Programs/Lockhart-Taylor Center
A.A.S. Anson Community College
- Morris, Todd G.Director, Corporate Training
A.A.S. Stanly Community College
- Muldrow, James S.Coordinator, Marketing and Communications
B.S. UNC-Chapel Hill
- Mullis, Bengie H.Coordinator, Safety, Security, and Emergency Preparedness
A.A. Wingate College; B.S. Gardner-Webb University
- Murray, Carol Anne W.Coordinator, Patient Simulation Lab
B.S.N. Queens University of Charlotte
- Napier, Michael C.Assistant Director, Facility and Property Services
Diploma, Nashville Auto-Diesel College
- Nesbitt, Lisa S.Faculty, Associate Degree Nursing
B.S.N. Lenoir-Rhyne College; M.S.N. Walden University
- Nichols, Jennifer S.Counselor
B.A. North Carolina State University; M.R.C. University of South Carolina
- O'Brien, MaryellenLibrarian, Information Services
B.S. Mercy College; M.L.S. University at Buffalo at The State University of New York; J.D. University at Buffalo-School of Law

- Odom, Al H.Coordinator, Facility and Property Services
Certificate, Guilford Technical Community College
- Oni, Claudius A. Faculty, Psychology
B.A. Bethany College; M.A. Marshall University; Ph.D. Ohio University
- Phifer, Kristie R.Coordinator, Work First
B.S. Wingate University
- Pittman, Robin R.Instructor/Coordinator, Basic Skills
B.S. Western Carolina University
- Pope, R. GailTechnician, Human Resources
A.A.S. Anson Community College
- Pope, T. Joy Technician, Health Programs Admissions
A.A.S. South Piedmont Community College
- Preslar, Lara H. Faculty, Developmental Math
B.S. Meredith College; M.B.A. Wingate University
- Pressley, Diana L. Faculty, Psychology
B.A. Wingate University; M.S. Walden University
- Price, Nancy P.Administrative Assistant to the Dean, Educational Programs
Diploma, King's College
- Ratliff, John P.Director, Financial Aid/Director, Student Activities
B.S. North Georgia College; M.S. State University of New York College-Potsdam
- Ratliff, Laura D.Enrollment Coordinator, Basic Skills
B.S. North Georgia College
- Raymond, Carilyn J.Director, Smart Start Program
B.S. Pensacola Christian College; M.A. University of Phoenix
- Reischman, Grace A. Faculty, Biology
B.A., D.C. Logan College of Chiropractic
- Reischman, Tim J. Faculty, Biology
Diploma, South Piedmont Community College; B.S., D.C. Logan College of Chiropractic
- Rivers, Benjamin S.Instructor, Basic Skills
B.A. University of South Carolina
- Robertson, Dustin H. Faculty, Art
B.F.A. East Carolina University; M.F.A. University of Idaho
- Robinson, Angela T. Technician, Admissions
A.A.S. Anson Community College; B.A. Gardner Webb University
- Ross, Cynthia G.Assistant to the Director, Facility and Property Services
A.A.S. Anson Community College
- Rothhaar, Sarah E.Coordinator, Human Resources
B.B.A. Ohio University; M.B.A. Rochester Institute of Technology
- Rumble, Suzanne J. Faculty, Associate Degree Nursing
B.S.N., M.S.N. UNC-Charlotte

- Sabin, MarionTechnician, Library
A.A. Fairleigh Dickinson University
- Safrit, Amy M. Clinical Coordinator, Medical Sonography
Diploma, South Piedmont Community College; B.S. UNC-Chapel Hill
- Sallee, Miriam B.Faculty, Criminal Justice
B.A., M.S. UNC-Charlotte
- Sanchez, Dora E.Faculty, Spanish
B.A. Hunter College of the City University of New York; M.A. UNC-Charlotte
- Schneider, Susan D.Instructor/Assessment Coordinator, ESOL
B.A. Kent State University; M.A. University of Hamburg
- Secrest, Amanda R.Evaluator, Admissions
B.A. Wingate University
- Sellers, Lauren T.Assistant Director, Human Resources
B.S. UNC-Charlotte
- Senko, Melissa W.Technician, Payroll
A.A.S. South Piedmont Community College
- Simons, Ernest L., III Executive Director, Information Services
A.A.S., B.S. Milwaukee School of Engineering; M.B.A. Gardner-Webb University
- Simons, Pamela D.Technician, Health Programs Admissions
B.A. Loyola University
- Skeen, Eric I.Counselor
B.S., M.A. University of Cincinnati
- Smith, Heather P.Librarian, Information Services
B.A. UNC-Charlotte; M.L.I.S. UNC-Greensboro
- Smith, Karen E.Program Coordinator, Continuing Education
B.S. Pepperdine University
- Smith, Terry C.Instructor, Masonry
Certificate, Union County Career Center
- Sparger, Frederick J., IIIVice President, College and Community Relations
B.A. UNC-Pembroke
- Spencer, Samuel T.Faculty, Business Administration/Entrepreneurship
B.S., M.B.A. Wingate University
- Starnes, Lori H. Program Director, Medical Assisting
Diploma, A.A.S. South Piedmont Community College
- Stegall, Kelly A.Instructor, Basic Skills
A.A.S. South Piedmont Community College; B.S. Pfeiffer University
- Stephens, Arlene M.Administrative Assistant, HRD
A.A.S. South Piedmont Community College
- Stevens, Christophe R.Faculty, Biology
D.C. Palmer College of Chiropractic

- Stewart, Karen E. Faculty, Early Childhood
B.A. California State University-Stanislaus; M.S. California State University-East Bay
- Stewart, Makena N. Counselor/Liaison, Breaking Through
B.A. University of Virginia; M.Ed. Old Dominion University
- Suggs, Thomas A. Faculty, HVAC
A.A.S. Anson Technical College
- Teachey, Marian E. Faculty, Developmental English
B.A. University of South Carolina
- Teal, Annie L. Administrative Assistant to the Dean of Learning Technologies and Accountability
A.A.S. Anson Community College; A.A.S. South Piedmont Community College
- Terry, Chihoko K. Technician, Institutional Research
B.S. Nihon University
- Thompson, Cari E. Technician, Financial Aid
B.S. Johnson & Wales University
- Truett, William M. Director, Facility and Property Services
Coursework, Richmond Technical College; Coursework, Anson Technical College
- Tung, Jimmy Faculty, Chemistry
B.S. Truman State University; Ph.D. Dartmouth College
- Walters, Bentford Eugene Instructor, Cabinet Making
A.S. Wingate College
- Wanko, Beverly L. Instructor, Nursing Assistant
B.S. Northeastern University
- Ward, Linda M. Faculty, Advertising and Graphic Design
B.S. Purdue University
- Wasilowski, Stuart M. Vice President, Corporate and Continuing Education
B.A. Augsburg College; M.B.A. Keller Graduate School of Management
- Wheeler, David M. Faculty, Biology
B.S., M.S. Texas Tech University
- White, Hayne L. Executive Director, Foundation/Resource Development
B.A. St. Andrews Presbyterian College; M.S.B.E. UNC-Greensboro
- Whitley, Emily D. Technician, Financial Aid
B.S. Appalachian State University
- Whitesides, David M. Coordinator, Print Shop
A.A.S. Anson Technical Institute
- Willard, Michael C. Program Coordinator/Instructor, Advanced Manufacturing/CNC
- Williams, Amy B. Technician, Accounts Payable
A.A.S. South Piedmont Community College
- Williams, Fedder R. Faculty, Human Services
B.A., M.S. Jackson State University

- Wilson, Denise S. Director, Basic Skills
B.S., M.Ed. East Carolina University
- Winfield, Christy M. Technician, Human Resources
Diploma, King's College
- Wood, Jeffrey S. Technician, Maintenance and Construction
- Wright, Latonia C. Instructor/Coordinator, Basic Skills
B.S. North Carolina Central University; M.S. North Carolina A&T State University
- Yarbrough, Thomas W. Instructor, Industrial Maintenance
A.A.S. Anson Community College
- Yates, Jennifer W. Assistant, BLET/Protective Services
B.A. UNC-Charlotte

INDEX

A

Academic Assessment	17
Academic Calendar	6
Academic Credit Hours	41
Academic Evaluations	49
Academic Honors	49
Academic Information	41
Academic Integrity	44
Academic Intervention	51
Academic Probation	51
Academic Support Fee	25
Academic Support Labs / Tutoring	37
Accident Insurance	25
Activity Fee	24
Administration, Faculty, and Staff	176-186
Administrative Withdrawal	48
Admission of High School Students	14
Enrollment of High School and Intellectually Gifted and Mature Students Under 16 Years Old	14
Dual Enrollment / Concurrent Enrollment	14
Huskins Bill Program	14
Learn and Earn Online	15
Early College High School	15
Admission of International Students (Documented)	16
Admissions	13
Admissions for Allied Health and Nursing Programs	15
Admissions Process	13
Adult Basic Education (ABE)	173
Adult High School (AHS)	174
Adult Literacy Programs	173
Admission Requirements	173
Class Locations	173
Fees	173
Advanced Placement (AP) Course Credit	19
Advisor Report / Academic Assessment	17
Advisors, Faculty	43
Alcohol and Drugs Policy	39
Allied Health Programs, Admissions for	15
Appeal of Course Grade	50
Appeal of Probation	51
Attendance Requirements	45
Auditing of Courses	50

B

Basic Skills	173
Blended Classes	41
Board of Trustees	175

C

Campus Housing	40
Campus Locations	12
Career Assessment Fee	25

Career Development Services	36
Catalog of Record	43
Changing Curriculums	43
Children on Campus	40
Class Rings	39
College Days and Transfer Information	36
College Hours of Operation	12
College IDs	39
College Level Examination Program (CLEP) Credit	19
College Placement Testing (CPT)	17
College Transfer Programs	53
Compensatory Education (CE)	174
Comprehensive Articulation Agreement	44
Concurrent Enrollment / Dual Enrollment	14
Cooperative Education	46
Core Skills and Learning Outcomes	10
Corporate and Continuing Education	167
Admission Requirements	167
Certificates	168
Class Locations	167
Community Education and Professional Development	168
General Contractor Exam Review	168
Notary Public	168
Nurse Assistant (CNA) I and II	168
Vehicle Safety / Vehicle Emissions Inspection Licensing	169
Continuing Education Unit (CEU)	171
Corporate Training	169
Emergency Services	170
Enrollment	168
Fees	167
Human Resources Development (HRD)	171
North Carolina Emergency Medical Technician (EMT)	170
Personal Interest	170
Refund Policy	167
Services to Continuing Education Students	37
Small Business Center	168
REAL (Rural Entrepreneurship Through Action Learning)	168
Counseling	35
Course Auditing	50
Course Corequisites	47
Course Descriptions	107-165
Course Load	41
Course Prerequisites	47
Course Repeat	48
Course Substitution	47
Course Withdrawal	47
CPT Retest Policy	18
Credit by Examination (Test Out)	46
Credit Hours, Academic	41
Curriculum Programs of Study	53-106

D

Death of Student Refund	26
Destruction of Records	44
Developmental Education Courses	37
Disability Services for Students	35

Distance Learning	41
Placement Testing for Distance Learning Students	18
Drugs and Alcohol Policy	39
Dual Enrollment / Concurrent Enrollment	14

E

Early College High School	15
Educational Experiences in Armed Services Credit	20
Emergency Services	170
English for Speakers of Other Languages (ESOL)	174
Enrollment of High School and Intellectually Gifted and Mature Students Under 16 Years Old	14
Enrollment Status	29

F

Faculty Advisors	43
Faculty, Staff, Administration	176-186
Family Educational Rights and Privacy Act (FERPA)	21
Fees and Tuition	23
Financial Aid	26
Student Responsibilities	27
Types of Financial Aid	27
Federal Financial Aid	27
State Financial Aid	27
Scholarships	28
Loans	28
Other Financial Aid	29
Financial Aid Eligibility	30
Financial Information & Registration	23
Firearms or Other Dangerous Weapons Policy	39
First Aid and Health Services	39

G

GED (General Educational Development)	173
Gmail Accounts	23
Grade Forgiveness	48
Grade Point Average (GPA)	49
Grades	49
Graduation / Persistence Rates	52
Graduation, Requirements for	51

H

Health Services and First Aid	39
High School and Intellectually Gifted and Mature Students Under 16 Years Old	14
High School Students, Admission of	14
History of the College	8
Holidays Observed by the College	12
Honor Graduates	52
Hope / Lifetime Learning Tax Credits	29
Hours of Operation	12
Huskins Bill Program	14

I J K

Inclement Weather	40
Incompletes	50
Independent Study	46
Interactive Television (ITV)	42
International Transcript Credit	20
Internet (Online) Classes	41

L

Lab Fees	25
Learn and Earn Online	15
Learning College	8
Learning College Portfolio Fee	25
Library Services	37
Loans	28
Locations of the Campuses	12

M

Maintaining Eligibility for Financial Aid	30
Qualitative Measurement	30
Quantitative Measurement (Percent of Courses Taken)	31
Maximum Allowable Credit Hours	31
Program Completion	31
Appeals Procedures for Financial Aid	31
Return of Title IV Funds	31
Message from the President	3
Military Tuition Refund	26
Mission of the College	9
Moodle	38, 42

N

Non-Discrimination Statement	2
North Carolina Emergency Medical Technician (EMT)	170
Nursing Programs, Admissions for	15

O

Online (Internet) Classes	41
Orientation, Student	36

P Q

Payment of Tuition and Fees	25
Performance Measures	11
Placement Testing for Distance Learning Students	15
Probation Policy	51
Programs of Study	53-106
Provisional Admission	14

R

Readmission Process for SPCC Health Programs	20
Reapplication to Health Programs	20
Reapplication to the College	20
Refund Policy	26

Registration	23
Registration and Financial Information	23
Repeating Courses	48
Residency Classification for Tuition Purposes	24

S

Schedule Changes - Dropping / Adding Courses	23
Scholarships	28
Senior Citizens, Admission of	15
Services for Students with Disabilities	35
Services to Continuing Education Students	37
Special Credit Student Status	14
Special Fees	25
Staff, Administration, Faculty	176-186
Strategic Initiatives	9
Student Classification	41
Student Clubs and Organizations	38
Student Conduct	40
Student Course Load	41
Student Government Association (SGA)	38
Student Orientation	36
Student Records	44
Student Support Services	35

T U

TaskStream	38
Tech Prep Credit	19
Technology	38
Technology Fee	24
Telephone Numbers of the Campuses	12
Test Out (Credit by Examination)	46
Textbooks and Other Costs	25
Tobacco Policy	40
Transcripts	44
Transfer of Credit	19
Tuition and Fees	23
Tuition (In-State)	24
Tuition (Out-of-State)	24
Tutoring / Academic Support Labs	37

V

Values of the College	9
Veterans Benefits	32
Vision of the College	9
Vocational Rehabilitation	29
Voter Registration	36

W X Y Z

Web-Enhanced Classes	42
Withdrawal from Courses	47
Workforce Investment Act (WIA)	29



Start here...Go anywhere!

Old Charlotte Highway Campus
4209 Old Charlotte Highway
Monroe, NC 28110
704-290-5100 or 1-800-766-0319

L.L. Polk Campus
680 U.S. Highway 74 West
Polkton, NC 28135
704-272-5300 or 1-800-766-0319

Lockhart-Taylor Center
514 North Washington Street
Wadesboro, NC 28170
704-272-5300 or 1-800-766-0319

www.spcc.edu